



Arden Crescent Rosanna Uniting Church Calisthenics Club Incorporated



***Uniting Families in Calisthenics***

**ACRUCCC Inc. 2.6**

**Policy and procedures and information handbook  
2023 Edition**

**Classes held at:  
Rosanna Uniting Church  
Arden Crescent Rosanna**



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## Arden Crescent Rosanna Uniting Church Calisthenics Club Incorporated

Arden Crescent Rosanna Uniting Church Calisthenics Club Inc would like to welcome you and your family to our club. Outlined in the following pages are the policies and procedures that we follow at our club. Please make yourself familiar with the rules and regulations held within and store this information away safely for future reference. All relevant forms need to be filled out and returned to the appropriate person(s) as soon as possible with any payments required.

For further information, or to discuss the contents contained in this handbook, feel free to talk to your class coach or a member of the committee.

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### *Uniting Families in Calisthenics*

A family friendly club for children and adults committed to providing a safe and enjoyable environment, recognising individual differences and abilities allowing the highest rate of participation in a team sport that develops self-confidence, improves coordination, flexibility and posture, and promotes positive lifelong friendships.

## **2.6.1 MISSION STATEMENT**

In conjunction with the Rosanna Uniting Church, Arden Crescent Rosanna Uniting Church Calisthenics Club Inc (ACRUCCC) aims to provide the opportunity for members (from 3 years of age) to work together in the team sport of calisthenics.

## **2.6.2 VISION STATEMENT**

Arden Crescent Rosanna Uniting Church Calisthenics Club Inc. aims to give all members the opportunity for enjoyment as they learn new skills and contribute to their individual teams and we are committed to providing a safe and friendly environment for our members. Our club coaches ensure work set for teams to recognise individual differences and abilities. Our club promotes and believes that "Calisthenics is for everyone" which allows the highest rate of participation in teams within our club and ensures that all members are included in as many items as appropriate. We value and respect the volunteers who assist in the general running of our club and encourage parent/member participation in all areas of club management.



## 2.6.3 INTRODUCTION

### A. GENERAL INFORMATION

Established in 1956, Arden Crescent Rosanna Uniting Church Calisthenics Club Inc. is a warm and friendly club for children and adults of all ages. The club is an activity of the Arden Crescent Uniting Church in Rosanna, and is open to all members aged from three years to adult.

It provides children and adults with a chance to build confidence, improve their coordination, flexibility and posture, and to work together in a team sport, which is unique to Australia.

Classes incorporate a variety of items including physical movement, rod and club apparatus, aesthetic awareness, dance, figure marching and singing.

Our aim is to give all members the opportunity for enjoyment as they learn new skills and contribute to their individual teams. The work set recognises individual differences and abilities and this allows the highest rate of participation in teams and still has for many years made the club successful in competition.

Calisthenics is a team sport activity and it should be realised that for the group to succeed every member must contribute. This does require a commitment to regular attendance, mastering new skills and learning sets of work. Home practice is encouraged and music, electronic versions of most routines and written worksheets can be made available.

An elected committee of parents/members runs the club. The parents or adult members of all classes are eligible, and most welcome, to join the committee and participate in the administration of the club.

The facilities used by the club are the property of the Arden Crescent Rosanna Uniting Church and are maintained by funding from Church Activities.

We are proud of our club's history and connection with the Rosanna Uniting Church. The original club colours (navy and aqua) are still used today in our logo, club attire, club banner and general advertising material. We proudly promote our club to both the local and greater community to help increase membership for our club and to encourage a greater awareness of the uniquely Australian sport that is Calisthenics.



## 2.6.4 OUR COACHES

All coaches are registered with Calisthenics Victoria Incorporated (CVI), which is a state governing body, and accredited Level One coaches through the Victorian Calisthenics Coaches Association (VCCA), which is a state teaching body, and the Australian Calisthenics Federation (ACF). All coaches have a current Working with Children's Check and a current first aid qualification.

Name	Phone	Mobile	Email
Kirsty Manns - Level 1	9849 0468	0412 181 090	kirstymanns@hotmail.com
Cassandra Hook - Level 1	N/A	0430 517 656	cassiehook15@gmail.com
Jessica Manns - Level 1	N/A	0423 704 654	jessmanns18@gmail.com
Chelsea Dumitrache – Recreational - Level 1	N/A	0420 569 667	chelseadumitrache@gmail.com
Sophie Laird - Level 1	N/A	0456 053 793	sophierlaird@gmail.com

## 2.6.5 BEHAVIOUR CODE

The club follows the Members Protection Policy and Behavioural Guidelines developed by Australian Calisthenics Federation. A hard copy is on display each week during term one for members to view and then stored in the main hall cupboard where it can be viewed on request. This document can also be viewed online via the Australian Calisthenics Federation website-[www.australiancalisthenics.org](http://www.australiancalisthenics.org). The club has also developed its own behavior code to ensure that all members, parents and Coaches attending our classes are in an environment, which is supportive, consistent, and where appropriate limits have been set. We expect that club members, parents and Coaches will treat others as they expect to be treated themselves. Parents of younger members and Adult members are required to sign that they agree to and will abide by the behavior code on enrolment via the club enrolment form.

### A. We are committed to

- 1) Raising and sustaining the highest level of self-esteem for our members
- 2) Giving consistent and positive support and encouragement



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- 3) Developing pride in our club
- 4) Developing respect and acknowledging differences in others
- 5) Encouraging coach and parent interaction
- 6) Maintaining a safe environment

### **B. Club responsibilities include**

- 1) Helping to make our club a safe and happy place to learn calisthenics
- 2) Understand the consequences for our own actions
- 3) Respect the rights of others
- 4) Give others a fair hearing
- 5) Be punctual and properly prepared for classes
- 6) Speak politely to other team members, coaches and parents
- 7) Treat all members including parents, members and coaches of the club with courtesy, respect, and consideration
- 8) Allow others to work and learn without interference
- 9) Do our work to the best of our ability
- 10) Be good sports and cooperate with others

## **2.6.6 CLUB RULES**

### **A. ALWAYS REPRESENT OUR CLUB WITH PRIDE**

- 1) Behave in a safe, responsible and courteous manner when attending class, competitions and other calisthenics events
- 2) Be able to win and lose with dignity at competitions
- 3) Follow instructions of coaches, parents and members who are helping you
- 4) Be polite and courteous to visitors to the club

### **B. COOPERATE AND BE CONSIDERATE OF OTHERS**

- 1) Treat Others with respect, never teasing or harassing them
- 2) Be kind and helpful to others
- 3) Think and care about other people's feelings
- 4) Respect and celebrate the talents of others
- 5) Be a good sport
- 6) Allow other team members to do their best without distracting them
- 7) Accept responsibility for the way you behave

### **C. PARENT/SPECTATOR BEHAVIOUR**

Arden Crescent Rosanna Uniting Church Calisthenics Club Inc. will not tolerate any parent making comments about, or verbally abusing other members either directly or indirectly. It is the sole responsibility of the coach to direct members during training.



## D. CONSEQUENCES

Coaches and/or members of the committee confronted with unacceptable behaviour will apply the following consequences:

- 1) A warning or reminder
- 2) Conference with coaches or committee members
- 3) Oral or written apologies
- 4) Parents contacted if necessary
- 5) Suspensions from classes

## 2.6.7 COMMUNICATION

The club has developed an extensive “Communication Policy”. A copy is kept in the “Emergency Procedures and Policies” folder in the main hall cupboard. The Club has a variety of methods to communicate relevant information to its members. The main methods used are via messenger, email and Team App. Updates are posted directly to Team App and can be accessed immediately by members. The app is used to inform members of upcoming events, competition details and dates, and other relevant club information. For those members without access to a smartphone, their details are manually entered into the Team App site and they receive all information sent as an email.

For those families not on our email list, a hard copy is provided. A copy of all relevant notices emailed to members is also displayed on our notice board located on the sign in/out table each week.

Coaches use the end of class to verbally discuss to their group upcoming events and other relevant club information and to hand out any hard copies of notices/documents if required. Coaches make themselves available after each class for members/parents to individually ask questions and gain further information regarding club/Calisthenics related events.

Club members are also given a team Google Drive Folder where all relevant information is uploaded for members to access as required. A separate folder has been developed for each age group. Age group folders contain written class work, videos of routines and music for the particular age group if required. An email is sent to alert members of new updated information on the drive.

## 2.6.8 E-COMMUNICATION AND USE OF NEW TECHNOLOGY POLICY





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The club has an extensive policy regarding “E-Communications” and their uses including but not limited to: the club website, Facebook, Instagram, Twitter, YouTube, document sharing and email.

When using “E-Communications” our club including Coaches, Committee members, Club members, and parents/guardians will ensure that members' privacy is protected, clear boundaries are maintained and bullying and harassment does not occur.

All coaches, committee members, club members, and parents/guardians must be aware that any inappropriate electronic communication that harasses, offends, threatens, racially vilifies, intimidates or humiliates others, may face disciplinary action as outlined in our “Electronic Communications” policy. Coaches, committee members, club members, and/or parents/guardians, who publish false or misleading comments about another person on any form of social media, may be liable for defamation.

For a copy of the complete “Electronic Communications” policy please speak to a member of the Executive committee.

### 2.6.9 SESSION DETAILS/CLASS ACTIVITIES

#### A. CLASSES AND AGES

Classes are held for:

SENIORS:	16 years and over Wednesday Evenings
INTERMEDIATES/JUNIORS:	16 years and under Saturday Afternoon
MASTERS: Adults-26 years and over:	Saturday Mornings
SUB JUNIORS 10 years and under:	Saturday Mornings
TINIERS: 3 years – 7 years:	Saturday Mornings

All Ages are as of the 31<sup>st</sup> December in the year of competition.

Coaches decide on the starting time and duration of classes for each age group each year, depending on class numbers.

#### B. WEEKLY CLASSES

All members are expected to arrive on time!!!

Lessons include an essential warm up which is for each member's safety, as injuries can occur.



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Leotards, or tight fitting t-shirt and bike shorts/tights should be worn by all members and tights should be footless or stirrup. A cross over top or close fitting skivvy should be worn in colder months – bulky jackets, jumpers and jeans are not suitable or acceptable attire for Calisthenics classes. All members perform calisthenics in bare feet throughout the year.

Long hair should be tied back each week and jewellery should be kept to a minimum.

All age groups will be given an opportunity during class time to have a drink and it is recommended that each member bring a suitable drink from home to be used during this time.

Please ensure all drink bottles are clearly named and throwaway containers are taken home to be disposed of appropriately.

Parents should feel free to observe classes BUT silence must be maintained and movement into and out of the hall must be limited to class changeover times. It would be appreciated if younger children were not brought into the hall during class times to eliminate interference and to maintain concentration of all children. All Parents and other visitors must sit at the back of the hall and remain seated during class.

### **C. EXTRA CLASSES**

Extra classes are held only when strictly necessary. These are usually run to ensure all members are of a competitive standard at competition times. Ample notice is given of any practice required and no extra charges are made for these classes.

### **D. CLUB ACCESSORIES/APPARATUS**

All members will require a correctly sized rod, set of clubs and a practice skirt for Aesthetics and Dance practice. Aesthetics skirts can be purchased from the club, or the club can provide interested parents with a suitable pattern. Please ask your coach for information on the material to be used and an instruction sheet if required. Rods and clubs are supplied by the club and are included in the costume account issued at the beginning of the year. Rods and clubs will be issued to all members once full registration payment has been made.

All accessories provided remain the property of Arden Crescent Rosanna Uniting Church Calisthenics Club Inc. and are required to be returned upon the completion of the year for some teams.

Throughout the year Coaches will check all apparatus issued to ensure that members have correct sized rods and clubs. These will be replaced as required at no extra charge. Any damage to club accessories will be the responsibility of Parents/members and will incur a fee to cover replacement of the apparatus.

### **E. CLUB ATTIRE**



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All competitive members are encouraged to wear club attire, which is to be worn at all Competitions and other Calisthenics events that may occur throughout the year. Jackets can also be worn to classes for warm up only. As children grow and require a new jacket size, parents are welcome to offer the smaller jackets to younger/smaller members at a reduced cost. There may be second hand jackets available for sale at Market Day.

### **F. CHILDREN'S BELONGINGS**

Coaches will take as much care as possible to ensure clothing, bags and sundry items left in the main hall are returned to owners. The labeling of all items can help us to achieve this easily. However, coaches and committee members are not responsible for lost, damaged or stolen items.

### **G. TEAM SELECTION**

Our club offers all age groups from Tinies through to Masters. Our club promotes and believes that "Calisthenics is for everyone" which allows the highest rate of participation in teams within our club.

We are an all-inclusive club that aims to give all members the opportunity to be in as many items as possible in their respective teams.

When member numbers allow us to develop more than one team, it is solely the Coaches decision to choose which members go into each team. The age and skills of the team members is considered when selecting teams.

### **H. COMPETITIONS**

Competitions are one aspect of the year. Groups take part in local competitions to a varying degree. Most teams compete in at least two competitions each year. We limit entries to those competitions, which are held on weekends and are within a reasonable distance. Our aim is for each member to compete in a sporting manner to the best of their ability. To this end, all members will be included in as many items as possible.

Each competitor receives a certificate for their appearance and medals are awarded for participation in competitions. These awards are presented at the Annual Display along with individual awards, which are presented for achievement in each age group.

Dates for competitions will be issued to you as soon as the club is notified. The competitions we enter are held between the last week in July through to the last week in October of each year. It would be appreciated if you could notify your class teacher well in advance of any dates that you know your child will not be available for competitions.

### **I. COSTUMES**

The club has an extensive costume bank, which is utilised by all groups each year. Costume accounts cover all costs needed to make new costumes and any large alterations, although parents may be required to make small alterations to existing sets.



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Costumes issued to club members are the property of Arden Crescent Rosanna Uniting Church Calisthenics Club Inc. and must not be worn except for Calisthenics related events. Costumes must not be worn to or from competitions. Items hired by/from the club, which are lost or damaged, will incur a replacement fee. The committee will determine this fee as required.

### **J. BORROWING OF COSTUMES**

On occasions the club has been approached, to hire out or lend costumes for personal use. The club has decided that this will not occur.

### **K. ANNUAL DISPLAY**

The Annual Display is the highlight of our year. All members take part presenting all their items to an audience of family and friends. Our Annual Displays are currently held in early November of each year. The exact date will be issued within the first months of the Calisthenics year. Please note that tickets to our Annual Display will not be issued to members until all accounts have been finalised.

## **2.6.10 ADMINISTRATION/ENROLMENTS**

### **A. ENROLMENT/RE-ENROLMENT/REGISTRATION**

Online enrolment forms will be available at the commencement of the calisthenics year, and must be filled out ensuring all details are correct. The enrolment form is due in the fourth week back of first term. Members starting after this time will be required to fill out the appropriate forms within 14 days of joining the club.

Members are required to pay CVI registration fee by 31st March each year. If this is not paid by the due date then the member is not covered by insurance and will be suspended from classes until payment evidence is provided to the Enrolment Registrar. CVI registration is an online process handled directly by CVI and not the calisthenics club. CVI registration for both competitive and recreational members for 2023 will be approximately \$90.

The enrolment form must incorporate authorisation for club coaches or representatives to seek emergency medical, hospital or ambulance service. They must also contain details of at least two emergency contacts. In cases where joint parenting arrangements exist, the club requires full details for both guardians. Parents/guardians will be required to sign the form showing they have read and understand the rules and regulations outlined in the handbook and must agree to abide by these rules/regulations for the duration of their child's membership.

The enrolment form provides an opportunity for parents/members to help the club effectively meet their individual needs relating to any medical conditions. Parents/members who identify as having an ongoing illness/condition will be required to fill out an additional form (Member Medical Condition Management Plan - MMCMP).



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The following illness/conditions including but not limited to, will require the use of the Member Medical Condition Management Plan:

- 1) Asthma
- 2) Diabetes
- 3) Allergies
- 4) Anaphylaxis
- 5) Epilepsy
- 6) Any other specific medical condition mentioned by members, parents or registered medical practitioners using the enrolment form
- 7) Any other specific medical condition mentioned by a member, parent or registered Medical Practitioner at any point during the members calisthenics training and care at the club
- 8) Any other medical management plan put forward by a member, parent or Medical Practitioner

Parents of members, or members over 18 years, who do not, for whatever reason, fill out the required MMCMP form, will be required to provide a medical clearance signed by a registered medical practitioner or specialist doctor outlining the calisthenics activities that the member is able to perform while in training and at calisthenics events including competitions. Until this document is received the member will be unable to attend classes. This process is to ensure the health, safety and wellbeing of all members is maintained at all calisthenics classes and other events including competitions and that all coaches are upholding their duty of care responsibilities for all members as required by Calisthenics Victoria and the Australian Calisthenics Federation.

The enrolment form must incorporate authorisation for coaches, members of the committee, club members, parents/guardians and/or outside professionals or nominated persons to take photos/videos of all club members at class, competitions and other calisthenics events, during the Calisthenics year for advertising, social media purposes and club records.

### **B. CHANGE OF PERSONAL INFORMATION**

It is important that coaches or committee members are able to contact parents/guardians quickly should the need arise. It is a parent's responsibility to notify the club immediately if there is a change of address or phone number or other relevant personal information.

### **C. FEES AND CHARGES**

Class fees are set by the club's committee at the Annual General Meeting, which is held in February/March of each year. Fees are scaled to cover costs and to provide for Coaches expenses, cost of hiring the halls. Any profits are used to purchase items for the costume bank and may be allocated to purchase equipment. You will be advised of fees as soon as they have been set for the year. Invoices will be delivered to all members regarding fees, accounts etc, via email to the address provided in the club online enrolment.

Fees will be calculated and charged in the following ways:



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- 1) A one off payment at the beginning of the year giving families 5% reduction in the tuition fee for the year if the payment is received by the date advised by the Treasurer.
- 2) Two half yearly payments. The committee in conjunction with the Treasurer will specify dates.
- 3) Personalised plan organised confidentially with the club Treasurer.

Families with more than one member in attendance will be required to pay full fees for the oldest member attending and will receive a discount of 5% off the tuition fee of each subsequent member.

Late starters will be charged a pro-rata amount based on their starting date. No refunds will be paid for early withdrawal from class or inability to attend classes due to illness or injury.

Payments can be made in the following ways:

- Cash, cheque or internet banking – direct deposit

A costume and accessory fee will be issued for each member, each year. This amount may vary from year to year depending on class numbers and costumes required by individual groups. The committee in conjunction with Coaches will determine the costume fee. The costume fee covers the hiring or making of all costumes, the use of rods and clubs, the hire of body stockings and tights, make up, props and any other accessories required for the year's performances. This is a one off payment at the beginning of each year.

Costume charges are kept at a minimum through the operation of the costume bank. Costume fees are not refundable under any circumstances.

### D. LATE FEES

All accounts must be settled in full within 14 days of due date. If payment is not received within this period a reminder notice will be issued. If an account is not settled within seven days of reminder notice, or contact made with club treasurer to organise a special payment plan, the member/s in question will be unable to attend classes until fees are paid in full. Families on a payment plan, who fall behind by more than two (2) payments, will be issued a reminder and the members in question will be suspended from classes until all payments are brought up to date. The club President and an Executive Committee member will personally ask the family/s in question to leave should this situation arise.

### E. CHEQUES OR MONIES

Fees, cheques or monies should be inserted in an envelope clearly marked with name of club member and purpose of payment. This should be handed directly to the Treasurer. Cheques should be made payable to **ACRUCCC** or our club name in full being **Arden Crescent Rosanna Uniting Church Calisthenics Club**.





Direct deposits made via Internet banking need to be made to the following account:

**Bendigo Bank**  
**BSB: 633000**  
**Account Number: 162594345**

Internet banking must include a description and must contain the members full surname and the group using abbreviations – T for Tinies, S for Subbies, J for Juniors, I for Intermediates, Sr for Seniors and M for Masters. An example would be “Smith T” meaning Surname is Smith and group child attends is Tinies. For families paying for more than one member in the same family the following reference should be followed – Smith T/J/I meaning the surname is Smith and there is a member in each of the following groups -Tinies, Juniors and Inters. For families with more than one member in the same group the following reference should be followed – Smith I/I meaning that two members from the same family attend the Intermediate age group.

#### **F. REFUNDS FOR PURCHASES MADE ON BEHALF OF THE CLUB**

No Money will be refunded, for items purchased on behalf of the club, without a receipt and prior authority from a coach or the club treasurer. The club operates under a no cash policy. Refunds will be made either by club cheque or payment directly into members’ bank account. Refunds will not be used to offset outstanding member fees.

## **2.6.11 INFORMATION AND PRIVACY POLICIES**

#### **A. INFORMATION PRIVACY POLICY**

Arden Crescent Rosanna Uniting Church Calisthenics Club Inc. (ACRUCCC) is fully committed to protecting everyone’s right to privacy. Club officials in collecting information will comply with all aspects of the Victorian Information Privacy Act 2000 and the Health Records Act 2001. It is the Committee’s responsibility to ensure that relevant Club officials are familiar with their obligations under the Acts and that the handling of both personal and health information is done so in accordance with the law.

In particular ACRUCCC:

- 1) Will only collect personal and health information that is required for its activities
- 2) Information will only be used for the purpose for which it was collected
- 3) If information is required for other purposes other than those for which it was collected, agreement will be sought before using the information
- 4) Information will only be accessed by Coaches and Committee Members
- 5) Where consent is not given to distribute information, the member’s details will be stored securely and appropriate club officials will be notified



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- 6) Information will be stored centrally with the appropriate clubs official/s and will be kept away from the Club facility if possible
- 7) When information is not required for any purpose, it will be destroyed
- 8) Working with Children Checks/Police Checks can contain sensitive information and will be handled and stored by the clubs secretary. Information provided in these reports is strictly confidential and will only be brought to the attention of the Committee when the report content requires some action.

### **B. PRIVACY AND PHOTOGRAPHIC IMAGES POLICY**

Photos and videos are now classified as “personal information” under the Information Privacy Act 2000. Each year the annual enrolment form will be issued asking for permission to:

- 1) Enable Coaches, members of the committee, club members, parents/guardians and/or outside professionals to take photos/videos of the club members at class, competitions and other calisthenics events, during the Calisthenics year.
- 2) Coaches/outside professionals, club and committee members, parents/guardians and/or a nominated person will take photos/videos of club members as part of the calisthenics program and for club records, which will include displaying these at the practice hall and concert venue including the club program, for use on various social media sites approved by the club, and for advertising purposes. Images taken during the year by the club for social media/advertising purposes will not include those members who have signed the registration form stating the club cannot use their images.
- 3) A photo day is organised annually and photos taken of the whole club, of individual groups and of individual members, will be made available to all members and/or parents/guardians of the club. Images of members, who have signed the registration form stating the club cannot use their images, will not be circulated.
- 4) Parents/guardians may take photos/videos of their own child; however this may include other members in the group. Arden Crescent Calisthenics club cannot monitor the use of such material outside the club and will not be held responsible for any misconduct.
- 5) Parents/guardians and club members need to note that the club has no control over the use of photographs/videos taken by parents/ guardians or members of the general public who may take photographic images at competitions or other calisthenics events.

### **C. CONFIRMATION OF CONSENT**

Forms with personal details including names (both of members and Parents) and phone numbers will be put on display at the hall to assist both coaches and Parents to contact other members throughout the year (Parent roster system and group friendship lists etc.). Parents/guardians will





be asked to sign the appropriate forms in advance giving permission to use the personal information before these details are posted up at the hall or handed out to other parents within the groups.

## 2.6.12 PARENT INVOLVEMENT

Some Parental participation is required by all individual families throughout the calisthenics year. Parents can take on an active role within the club by joining the committee, or assist in other ways (fundraising, market day, backstage help at the annual concert, door marshal at competitions, costume cleaning at the end of year, etc.) The choice is up to each family depending on available time and other commitments. We value and respect the volunteers who assist in the general running of our club and encourage parent/member participation in all areas of club management.

### A. WORKING WITH CHILDREN CHECKS (WWCC)

To ensure our club complies with state Child Safe ,federal law, CVI rules and regulations, and to ensure we maintain a safe and healthy environment for all members at ACRUCCC, it is a requirement that all parents of each underage member and all members over 18 years, apply for a Working with Children Check (WWCC). Applications are free to volunteers and can be completed online. Parents/Members who already have a WWCC will need to ensure they are registered with the club as an interested party. The club will maintain a confidential current list of members with a current WWCC that will be updated annually. Parents may be required to produce their WWCC on demand at calisthenics events including competitions.

### B. PARENT ROSTER SYSTEM

The supervision of **all** members in our younger age groups while at calisthenics classes is necessary. The club requires all parents to participate in the '**PARENT ROSTER SYSTEM**' designed to assist coaches during class time in the case of emergencies and attending to younger children requiring use of the toilet/drinking taps etc. The parent roster system enables us to maintain a high level of supervision while in our care.

Each parent/Guardian will be asked to choose the date(s), which suit them best, to attend classes throughout the year. Parents/guardians who do not specify date/s will be allocated date/s as required by Group Reps.

The parent/guardian representative for each session will be responsible for:

- 1) Members remaining after the last class for the day will be the responsibility of the Coach until a parent/guardian has picked them up.
- 2) Assisting Coaches in the supervision of children using toilets or requiring a drink from outside.



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- 3) Assisting Coaches in the case of an emergency – calling 000 or assisting in evacuating the class if required.
- 4) Should an emergency occur requiring a member to be transported via ambulance, you are required to call all class member's parents/guardians requesting immediate pick up. In this case you are responsible for the safety and well-being of all class members until they have all been returned to parents/guardians.

The number of times each parent/guardian is required to attend as class representative will depend on class numbers. Parents/guardians will be notified of the number of days required as soon as class numbers are known. Public Liability Insurance covers all parents/guardians while assisting coaches during class times. Full details of insurance can be viewed on request from the club Secretary.

### 2.6.13 ATTENDANCE PROCEDURES

#### A. SIGNING IN & OUT

As the hall is at the rear of the Church grounds, it is not possible to supervise members who are waiting to be picked up or dropped off early. All members are to be collected from the main hall and must be signed in and this applies to members of all ages. Class members over the age of 18 may sign themselves in. Parents/Guardians are asked to ensure they pick up their child/ren on time!

Parents/Guardians must sign their children in using the sign in register that can be found at the entrance to the hall. Contact details from the enrolment document will be used to enable us to contact you should an emergency arise. Once signed in, the children must remain in the hall and are required to stay there until a parent/guardian has come to collect them.

Parents and other visitors (children and adults) who wish to stay and watch during class time, must also be signed in using the sign in register. This procedure is to maintain the safety and wellbeing of all children, adults and visitors in our care and to make contacting Parents/Guardians simple and effective should an emergency arise.

The registration/personal details form, asked for a list of people who you as parents/guardians authorise to pick up your child/ren. This should include all people who will or may pick up/drop off in any given week. Names of suitable people can be added throughout the year as required or deleted if necessary. All people authorised to pick up/drop off your child must be over the age of 18 years.

If you are not going to pick up your child personally and are relying on a friend or other family member, please let your class coach know in advance to ensure the safety and wellbeing of your child is maintained. Coaches have mobile phones on at all times during classes and can be



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contacted should there be any changes to the delivery or pick up of your child/ren or in the case of an emergency.

Should someone come to collect your child without the coaches' prior notice the child will not be allowed to leave with that person.

If at the end of a class a child is not picked up and the coach has not been notified of any changes, an emergency contact will be notified and asked to pick up the child in question. Should the first emergency contact be unavailable, coaches will work through the list of emergency contacts provided by you as parents/guardians until one of the emergency contacts is notified and accepts the responsibility of picking up the child. Should no emergency contact be found, the Child Safe Guidelines for Physical Contact When Working with Children, Transport instructions will apply.. Should the child not be picked up within 24 hours, the child will be placed in the custody of the Police.

## 2.6.14 HEALTH AND SAFETY POLICIES/PROCEDURES

### A. HEALTH AND SAFETY POLICY

All Coaches have first aid qualifications approved by CVI and ACF.

The club has developed a Health and Safety Policy. A copy is kept in the "Emergency Procedures and Policies folder" in the main hall cupboard.

### B. CHILD SAFETY POLICY

This policy was written to demonstrate the club's strong commitment to child safety and to establishing and maintaining a safe and friendly environment for all children who participate in calisthenics at Arden Crescent Calisthenics Club. The Standards apply to all members of ACRUCCC – current members, parents, coaches – anyone involved in the club.

All children who come to ACRUCCC have a right to feel and be safe. The welfare of the children in our care will always be our first priority and we have a zero tolerance to child abuse and neglect. We aim to create a child safe and child friendly environment where children feel safe and have fun in the sport of Calisthenics.

In accordance with Victorian Government regulations and revised child safe standards, ACRUCCC will promote:

- 1) The cultural safety of Aboriginal children
- 2) The cultural safety of children from culturally and/or linguistically diverse backgrounds
- 3) The safety of children with a disability



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Current ACRUCCC Child Safe information, policies and forms can be found on the ACRUCCC website.

As a first point of contact to children, parents and volunteers for advice and support regarding the safety and wellbeing of children in our club, contact a senior coach or the club president.

### **C. RISK MANAGEMENT POLICY**

Arden Crescent Calisthenics Club has developed a risk management policy to assist us to identify and management risks to which we are exposed to within the sport of calisthenics and to minimise reasonable, foreseeable disruption to our classes and other calisthenics related events, harm to members, Coaches, Parents and/or other visitors, and damage to property.

The Committee is responsible for developing, implementing and reviewing the risk management policy and will strive to continually improve risk management practices for the benefit of the club. For a copy of the complete "Risk Management" policy please speak to a member of the Executive committee.

### **D. ILLNESS/ACCIDENT POLICY**

This policy is intended to provide clear guidelines on parent's/guardian's and the club's responsibility regarding an ill club member or accidents/injuries.

#### **1) Infectious Diseases**

There are set guidelines from Human Services and Vic Health in relation to exclusion periods for members with infectious diseases and minor illnesses.

Should a member have a communicable illness or disease i.e.: chickenpox/whooping cough, you have a duty of care, as a parent/member to your team and club members to disclose this information to the Coach and/or Club President. All information supplied will be treated as confidential. You are required to provide a medical clearance certificate to the Coach in order for your child to return to class. For further information on contagious illnesses visit the Department of Vic Health website. A copy of the Vic Health exclusion list is also located in the hall cupboard for interested families to view upon request.

Coronavirus/COVID 19 - in accordance with DHHS guidelines, if a member has symptoms that relate to Coronavirus, they are to not attend class and follow the DHHS guidelines for testing. In accordance with ACRUCCC guidelines, members are to report any COVID test and result to ensure that the club remain COVIDSafe. The club has initiated COVID Safe practices by having teams start times separated to ensure there is no mixing of teams, sanitisers for use before, during and after class, cleaning of high touch surfaces between classes, wearing of masks when required to and social distancing before, during and after class.

#### **2) Accidents**

Should an accident/injury occur while in our care, the following procedure will be followed:

- a) First Aid will be administered to the injury as soon as possible.



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- b) If required, emergency transport will be sought and appropriate action taken. All costs incurred for any medical expenses such as ambulance costs, whilst participating in a calisthenics activity, are at the member's expense.
- c) For minor injuries/accidents it is the coaches' responsibility to assess the situation in regards to the injury/accident and to make the final decision as to whether an injured member is to continue in set routines at class, competitions, concerts or other Calisthenics related events as scheduled during any given year. The coaches' decision to NOT allow a member to continue is final.
- d) In the case of a serious accident/injury requiring hospitalisation or emergency transport, Parents/Guardians will be notified as soon as is practicable.
- e) All details regarding the accident/injury and action taken will be recorded in the accident/injury book and Parents/guardians will be required to sign the book verifying the action taken.
- f) Should the accident/injury occur during class time and emergency assistance is necessary, the Coach will accompany the injured member to the nearest medical facility if this is required, and a club representative/parent will be chosen to be responsible for notifying remaining class members' parents/guardians, asking them to collect remaining members as soon as possible.
- g) For Calisthenics events outside class times, if the parent/guardian of the club member in question is present they will be required to accompany their child to a medical facility. Should the parent/guardian of the member not be present, the coach will accompany the member as outlined above for class time accidents/injuries. Calisthenics events outside class times may be cancelled for our club depending on Coach availability and the situation at hand. The Coaches decision to cancel such an event will be final.

### **3) Illness:**

Should a member become ill while in our care during class times, at competitions, annual concert or other Calisthenics events as scheduled during any given year, all measures will be taken to ensure they are comfortable, and Parents/Guardians will be notified.

Any member who is unwell, or has an existing injury, should make this known to their coach before they begin classes. It would be appreciated, where possible, that you contact your coach to let her know if your child will not be attending class.

Full details of procedures followed in the case of accidents/illness can be found in the hall cupboard for interested families to view upon request and in the main hall on the wall near the main door.

### **4) Accident/illness reports**

All accidents/illnesses must be documented for insurance purposes. It is the coaches' responsibility to record the accident/illness details. Our club is registered with Sports Medicine Australia's online Sports Injury Tracker. All details of accidents/illnesses that occur during Calisthenics related events at our club will be stored on line for future reference and a copy of reports will remain at the hall in the Emergency Procedures and Policies folder. The members' wellbeing is the coach's first priority and the details of any accidents/illness will be written up as soon as is practicable. Parents/guardians of ill/injured members will be asked to sign the accident/illness report as soon



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as is practicable, to verify the illness/injury and action taken by coaches or representatives of the club. A copy of the report will be issued to parents/guardians of the injured/ill member.

### **5) Ongoing illness/conditions**

The Club has developed a "Member Medical Condition Management Plan" document, which all members with a known illness/condition must fill out and return to the club Registrar. Files will be kept at the hall for ease of access in case of emergency and will be made available for all coaches to view. Coaches will be required to follow management procedures drawn up by parents in conjunction with Family Doctor for members with ongoing illness/conditions such as Asthma/Diabetes etc.

Coaches will be required to know and understand these procedures.

All procedures will be kept confidential.

Parents/Members are responsible for updating their Medical Condition Management Plan as necessary and will be reminded periodically by the Club Registrar as outlined in the Club's "Communication" Policy.

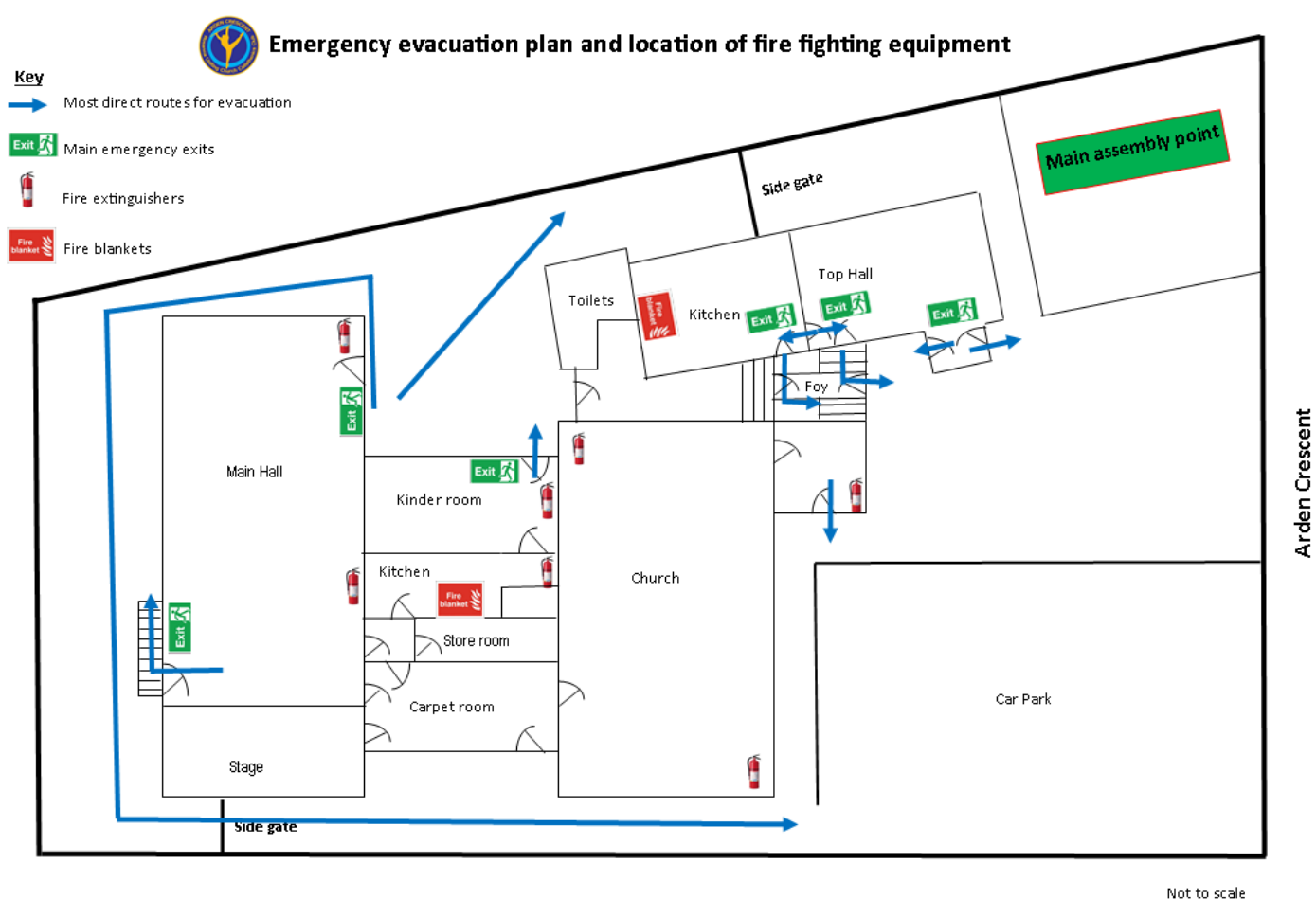
### **E. EXTREME HEAT POLICY**

In cases of extreme heat, coaches will decide the day before whether to run classes and if the decision is not to run classes, all members will be notified via email or phone if email is unavailable. Where possible, class reps will be asked to assist in notifying families in their own class of any class cancellations.



## F. EMERGENCY PROCEDURES

Full details of procedures followed in the case of an emergency situation can be found in the Emergency/Policies and Procedures folder for interested families to view and on the wall just inside the main hall door. Emergency evacuation/fire drills will be practiced each year by the club. Parents will be notified of an emergency evacuation/fire drill and participation encouraged at the first Parent Information Session held early in term one. Additional fire drills will be organised by the committee in conjunction with coaches throughout the year.





## 2.6.15 MISCELLANEOUS POLICIES/INFORMATION

### A. FIRST AID KITS

The club has two fully stocked accredited first aid kits. Both are stored in the left hand side, bottom shelves on the stage in the main hall at our calisthenics venue. They are to remain in the cupboard at all times and no member is to have access to the kits. During competition times, one kit remains in the hall for class use, while the other travels with the group attending competitions.

All level one coaches hold current first aid qualifications at Arden Crescent Rosanna Uniting Church Calisthenics Club Inc, a requirement of CVI and ACF.

### B. DRUG & ALCOHOL POLICY

Calisthenics is a drug and alcohol free sport. CVI has a comprehensive drug and alcohol policy to which the club adheres. This policy includes the possibility of drug testing at competitions. Usually this would only occur in the higher divisions of Calisthenics; however the policy covers all age groups and divisions. This means that parents/guardians need to advise Coaches of any medications that members might be taking during competitions and other calisthenics related events. Should the club be required to be drug tested at a competition or related event, parents/guardians will be asked by the club to sign a medication form stating whether members are taking any form of medication or not on the day.

### C. GOOD SPORTS ACCREDITATION

Arden Crescent Rosanna Uniting Church Calisthenics Club Inc is a level zero accredited sport with the Good Sports Accreditation program run by the Australian Drug Foundation in conjunction with Vic Health, the Traffic Accident Commission (TAC) and the Alcohol Education Rehabilitation Foundation. The accreditation assists sporting groups in providing a safe and friendly environment whilst addressing their duty of care obligations in relation to alcohol consumption and drug use.

The club is monitored each year to ensure it is complying with the set program. Full details are displayed near the main hall door.

### D. SMOKING/VAPING POLICY

Calisthenics is a sport sponsored by Vic Health and maintains a **NO SMOKING/VAPING POLICY**.

Arden Crescent Rosanna Uniting Church is also a **SMOKE/VAPE FREE AREA**.

Please note that smoking/vaping is not allowed in any of the Church buildings or within the church grounds.





Smoking/vaping is not permitted at Calisthenics events including Competition venues, unless stated otherwise.

### **E. CVI GOLD LEADING CLUB PROGRAM**

Arden Crescent Rosanna Uniting Church Calisthenics Club Inc is a GOLD LEADING CLUB being the highest level achievable in the CVI Leading Club Program. The Leading Club Program aims to make Victorian Calisthenics Clubs run effectively and efficiently and at the highest standard in the quality management of their clubs.

### **F. PHONE FACILITIES**

The Church has a public phone located in the foyer next to the toilets for emergency use only. Contact to emergency services can be made directly by dialing 000. To contact parents in the case of an emergency, a special code is required before the phone can be utilised. This code is kept in the attendance folder. Should the phone be used to contact parents in the case of an emergency, the club will reimburse the Church for the calls made. Should a mobile phone be used by one of our members to contact parents in the case of an emergency, the club will reimburse the member for the cost of the calls (a receipt will be required). Both coaches have mobile phones, which remain on at all times during class times and can be used for emergencies.

### **G. MERCHANDISE**

We have available a variety of club merchandise including: t-shirts, hats, rod holders, club bags, practice skirts and club badges. These items are not compulsory but can be purchased from the club at a reasonable cost at our Market days held throughout the year.

### **H. GRIEVANCE PROCEDURE**

Parental concerns about their child/ren or any club activities should be raised with class coaches. If you are not satisfied with the initial response, you may choose to discuss the issue with the club president who will raise it at the next committee meeting or call a special meeting if immediate action is required. If the matter cannot be resolved within the club, Arden Crescent Uniting Church Elders will act as mediators between the club and Parent(s) concerned. All concerns will be held in confidence and will not be discussed outside the Committee.

### **I. POLICY REVIEW/UPDATES**

Club policy documents are to be reviewed as per the review timetable.

Updated May 2023