



POLICIES

February 2010

Collection of half yearly fees

Enrolment day	Payment for the first half year is expected upon enrolment.
Second week	Administrator to contact families with outstanding fees at this time
Third week	Administrator to email a list (by session) of fees still outstanding to each session coach, who will follow these up either personally or by phone.
Second-to-last week of term 2	Invoices for second half year fees to be emailed to families where possible. All other invoices to be mailed out.

All invoices for second half year fees will be accompanied by a note advising that payment should be made during the July school holiday period. It will also state that each child must be a financial member prior to the commencement of gym sessions in term 3. Fees can be paid by internet banking, cash deposited at the National Bank, or by cheque posted to the administrator, P O Box 240, Waikanae 5250.

Second week of sessions in term 3	Administrator to contact families with outstanding fees at this time.
Third week	Administrator to email a list (by session) of fees still outstanding to each session coach, who will follow these up either personally or by phone.

Any families experiencing difficulty with payment of fees or unable to pay on time should contact the club administrator.

All families with outstanding fees which are not paid within a week of the session coach following them up personally will be phoned once more by the administrator and asked why the fees have not been paid. If arrangements are not made immediately for payment, a letter will be sent advising that a place is no longer available for that child in club sessions.

*approved October 1999
updated October 2009*

Petty cash

The coach running each session will be given \$20 petty cash per half year for session expenses. Coaches are to contact the administrator if they require more than this. Any unused petty cash at the end of the year is to be given back to the administrator.

*approved October 1999
updated April 2009*

Fees for the year 2010

Fees for sessions in the year 2010 will be as follows:

Preschool and 5 year olds	\$70 per half year
Recreational sessions	\$90 per half year
Display sessions	\$110 per half year

When gymnasts attend two sessions a week, they will only pay 50% of the cheaper session cost.

Fees are to be paid on enrolment, as children must be financial members of the club prior to participation in our gym sessions, and this will be clearly stated in the public notice advertising the club's enrolment day. Gymnasts enrolling for the first time will have a two week period from the first session of the year during which they have the option to withdraw, with a pro rata refund of fees. No fees will be refunded if a gymnast withdraws after this two-week period.

If payment on enrolment is not possible, the two week period from enrolment day to the first day of sessions is available for cheques to be mailed to P O Box 240, Waikanae 5250, or for the administrator to be contacted to arrange cash payment.

NO FEES ARE TO BE GIVEN TO OR ACCEPTED BY COACHES.

Current enrolment forms to always be available in Sport Kapiti office and Waikanae Library.

All fees paid prior to sessions commencing each half year will qualify for a \$5 discount.

Any full year fees paid prior to sessions commencing in term one will qualify for a further \$5 discount per gymnast per year.

A discount of 50% of the lowest fee will apply for third and subsequent children in a family.

Families joining part way through the half year will be charged by the term.

*approved December 2000
updated October 2009*

Reimbursement of mileage

Where applicable, club committee and officials shall be reimbursed mileage at the rate of 30 cents per kilometre for attendance at competitions, clinics, courses and meetings as representatives of the club.

updated October 2009

Fee relief for coaches, parent helps and office holders

GymSports NZ qualified coaches who run a session every week, will pay no fees for their own children who are club members.

GymSports NZ qualified coaches who assist with a session every week, will pay no second half year session fees for their own children who are club members.

Coaches who are GymSports NZ qualified and have no children in the club are entitled to weekly reimbursement of expenses, subject to committee approval.

Parent helpers who assist with a session every week will receive a 50% discount on second half year session fees for their own children who are club members.

The president, secretary and treasurer will pay no second half year session fees for their own children who are club members, subject to ratification by the committee in July each year.

Other positions and roles qualifying for fee relief or expense reimbursement subject to committee approval:

- committee members
- parents who assist with equipment setup every week
- parents who regularly assist with cleaning (largely vacuuming mats)
- parents able to assist with handyman tasks (small building jobs, etc)

*approved March 2008
updated October 2009*

Enrolments and waiting list

Children applying for membership who complete the enrolment form and pay the required fee prior to or on the club's enrolment day in February will be guaranteed a place in a recreational session for that year, subject to the obvious requirement of there being a sufficient number of coaches for the number of gymnasts enrolled.

Children applying for membership throughout the year will be placed on the waiting list and, where possible, fitted into a session at mid year; except at the discretion of coaches if a class is not full.

Children moving into the area who were financial members of a gymnastic club in their previous location (ie, who wish to transfer from another club) will be given preference over those currently on the waiting list.

approved December 2000

Preschool session fees

Younger siblings of preschool gymnasts who actively participate in sessions are eligible for payment of fees when they reach 2½ years old.

approved April 2000

When children who have been participating in preschool sessions for at least six months turn five, they are automatically eligible to move into the 5 year olds session. However, the club recognises the special circumstances surrounding a child turning five and starting school, and encourages parents to let their children take a break from attending recreational gymnastic sessions for up to a year immediately after starting school. The club guarantees to keep a place in the 5 year olds session for a period of up to one year for any child attending preschool gym sessions and then taking a break.

Preschool gymnasts will be required to pay full half year fees. If a child does not move straight into the 5 year olds session on turning five, the pro rata fee can be refunded or held in credit for when they return to sessions.

*approved December 2000
updated October 2009*

Preschoolers moving to session 1

A place in the 5 year olds session is only guaranteed when a child turns five if the child has attended preschool gym for at least six months, and this place will be held until the child turns six.

Parents of preschoolers will nominate whether or not their child will move into the 5 year olds session upon starting school. If the child is to continue participating in gym as part of the 5 year olds session, the parent/caregiver will make a firm commitment that the child will attend each week. If the child is to take a break, the parent will nominate when the child will join the 5 year olds session – this will be at the beginning of a term only.

approved December 2000

Club property

No property belonging to the club, or loaned to the club, shall be lent or removed without the prior knowledge and consent of the committee.

approved October 1999

Club resources

The resources officer will maintain a register of resources owned by the club, and multiple copies and sets will be individually numbered.

In order for the club to operate effectively, the coaches who are currently running a gym session will hold some resources. Resources will be issued to coaches at the beginning of each year, and the resources officer will keep a record of who has each resource.

At the conclusion of gym sessions each year, all resources out on loan will be returned to the resources officer. Over the Christmas holiday period the resources officer will check that resources are complete and in good order. Any necessary repairs will be carried out, and any missing cards from the Gym Fun sets will be recorded and replacements arranged.

*approved October 1999
updated October 2009*

Training

The GymSports New Zealand Coach in Training (CIT) programme is open to college-age club members, and participating students will have their course fees paid by the club. In return for this, the club expects each CIT to assist at one session per week. If unable to attend a session, the CIT is required to advise the supervising coach in advance, giving as much notice as possible.

GymSports New Zealand courses and courses by other relevant bodies are open to all club parents interested in undertaking training. Subject to approval by the committee, the club will pay for attendance at relevant courses in return for help with coaching of recreational sessions, or serving on the committee, as applicable.

*approved December 2000
updated October 2009*

Gymnast non-attendance

Where a child is marked absent for three consecutive sessions, and no contact has been made by the parent/s to the session coach, club secretary or administrator, the child will be deemed to be not returning, and their place will become available for a new enrolment.

approved May 2002

General criteria for club awards

The club has six cups that are awarded at Open Day. Criteria to be considered when awarding these trophies are as follows:

- Punctuality – students are required to be in the gym 3-5 minutes before their session is due to start to enable the session to start on time.
- Respect for our safety rules – keeping off equipment outside of their own session times, not running in the hall, etc.
- Enthusiasm and willingness to give everything a try.
- Consideration for their peers, helping everyone to feel included regardless of their ability.
- Manners – we encourage children to say hello to their coach, and offer to help with equipment, etc, when they arrive in the gym. It is also nice for children to thank the coaches at the end of the session and to help tidy up small equipment that has been used in their session – balls, ropes, bean bags, foam, etc. Or in some sessions helping to put all the equipment away!!!
- Good attendance is important, but what is even more important is to let your coach know when you are unable to attend.
- Improvement in fitness and skill development.
- Gymnastic ability (for memorial trophies only) – giving recognition to our gymnasts with a high skill level.

approved March 2008

Fundraising bank account

A number 2 account was established by the Waikanae Gymnastic Club in 2006 to enable money to be fundraised to contribute towards the costs of club representatives attending the 2007 World Gymnaestrada. As a result of the success of both the fundraising and of our club representation at this function, it was decided that this fundraising account should continue to enable others to attend international functions in the future.

All monies going into this account are for use by our coaches to contribute towards them attending international functions that will be of benefit to our club.

Monies raised in a specific year are to be allocated only to those coaches who are coaching in our club that year.

When a specific function is identified, individual ledgers may be established for specific members of the club. This could then enable children and parents to benefit from the fundraising venture.

approved March 2008