



JAMESTOWN GYMNASTICS

INDUCTION INFORMATION *for all volunteers*

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Date of Approval -

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1. Objective of this document

Jamestown Gymnastics values the contribution made by our volunteers and coaches. This document aims to provide every new volunteer and coach with the key information to support you in your role and where you can go for further help.

We hope that you find your time with Jamestown Gymnastics an enjoyable and rewarding experience. We appreciate your support in providing a quality developmental experience for the small children of our Jamestown and Northern Areas community.

2. Our Purpose

Jamestown Gymnastics aims to:

- offer programs within the guidelines of Gymnastics Australia to help children develop fundamental physical skills and social interaction throughout their most formative years.
- to facilitate and encourage children to develop a positive attitude toward physical activity.
- Help children establish physical conditioning for all other sports they are involved in

Jamestown Gymnastics is accredited by Gymnastics Australia & Gymnastics SA.

3. Our Organisation

Jamestown Gymnastics Inc. is a not for profit organisation that is incorporated. The organisation is managed by a committee of volunteers and employs qualified coaches to run sessions.

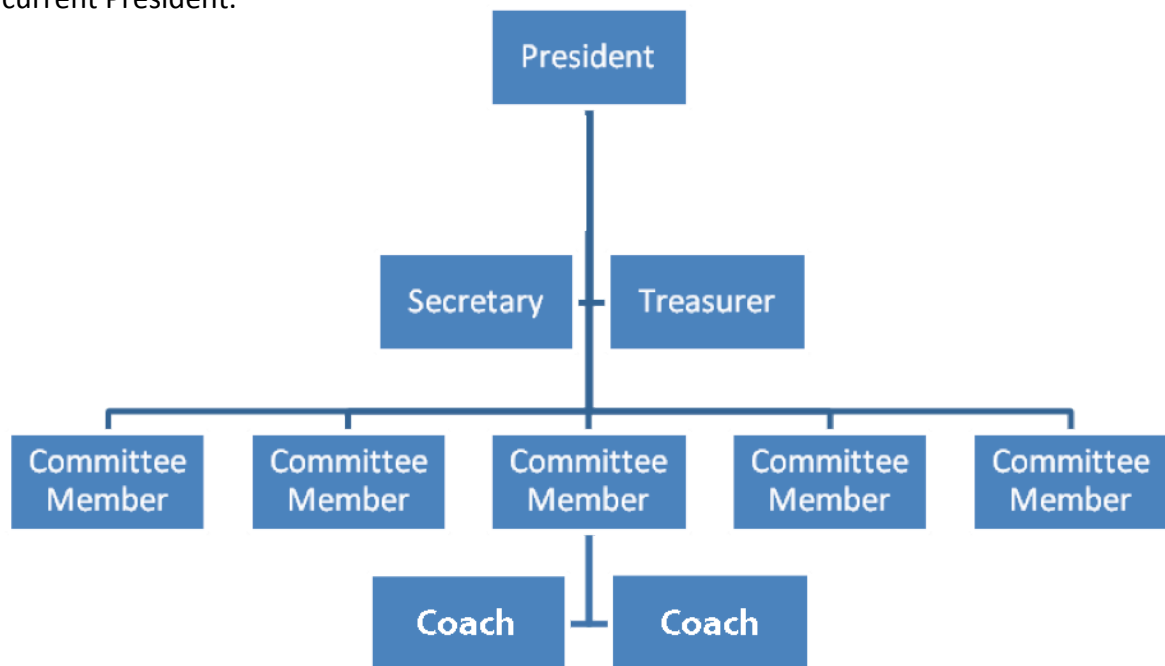
Our constitution requires the committee to comprise a President, Secretary, and Treasurer, plus four to eight general committee members. Members are generally elected onto the committee at the Annual General Meeting, however resignations and appointments may happen during the year as well as the need arises.

The committee is responsible for the smooth running of the Gymnastics, including the overseeing of the performance of coaches and responding to any issues being raised by members. The committee must also manage the expenses of the organisation in a prudent way and determine the fees payable by members.

Key activities of the committee include safety, fundraising, promotion, and liaison with Gymnastics SA.



Please endeavour to familiarise yourself with the organisation's constitution. A copy is available from the President or Secretary. Role descriptions are available for all key positions. If you have any questions regarding your role, please do not hesitate to ask the current President.



Jamestown Gymnastics Inc. operates under the policy frameworks of Gymnastics Australia and Gymnastics SA.

The current committee has an objective to meet the SA Government's Starclub (Club Development Program) developed by the Office of Recreation and Sport. Policies specific to our organisation are now being developed in order to achieve this objective.

<https://www.recsport.sa.gov.au/starclub/index.php>

Where a policy is yet to be finalised specifically for our organisation the principles contained in the policies of Gymnastics SA or those of Gymnastics Australia will be followed where practical and appropriate to do so.

It is important that all policies are made available for members and coaches to refer too. Our new policies will be loaded onto our web site following approval by the committee.

5. Safety of Our Members

The health and safety of our members and Leaders is of paramount importance to Jamestown Gymnastics.

Jamestown Gymnastics has a duty of care and is responsible for providing all Coaches, volunteers and members with a safe environment. Coaches, volunteers and members likewise have a responsibility to provide a safe environment for themselves and others around them and to observe and abide by the safety measures (policies, procedures) that are put into place by Jamestown Gymnastics.

Coaches are required to undertake specific formal training in relation to safety. This includes maintaining a current first aid certificate and training in compliance with the South Australian Government's child protection policy framework. The Committee ensures that a child protection officer is nominated for the club – this person acts as the first point of contact for all child protection issues.

There is an expectation that all committee members and Coaches actively identify and manage risks associated with safety.

- Coaches must consider their own safety in the discharge of their Gymnastics duties;
- Coaches must consider the safety of our members by:
 1. reviewing the entry area and set up of equipment before every session and addressing any safety risks.
 2. observing and monitoring the behaviours of members during the sessions and addressing any safety risks through discussion with committee and parents.
 3. promptly advising the committee (through the Safety Officer) of safety issues and risks, and of actions that have been taken to mitigate those risks.
- Whilst primarily the role of the Safety Officer, all Committee members on-site should be reviewing the entry area, set up of equipment, and observing the behaviours of members with safety in mind. Any risks identified should be discussed immediately with the Leader on duty and promptly rectified in an appropriate way.

In the unfortunate event that an incident occurs, Leaders must ensure an incident form is completed immediately and signed by the parent or caregiver. The cause of the incident must be assessed and remedial action taken immediately as appropriate. The Committee is to be advised of all incidents and remedial action (via the Safety Officer) and signed reports are to be filed in the first aid kit on site.



Illegal drugs, alcohol and smoking are not permitted at Kindergym.

Further guidance can be sought from the safety framework of Gymnastics Australia in its 'Member Protection Policy'. This policy can be found at:
<http://www.gymnastics.org.au/site/gymnastics/national/downloads/membership/Member%20Protection%20Policy%20Aug%202012.pdf>

6. Code of conduct

Jamestown Gymnastics expects its Coaches and committee members to conduct themselves in an ethical and socially responsible manner. This includes

- Respecting the rights, dignity and worth of others.
- Being fair, considerate and honest in all dealing with others.
- Being professional in, and accepting responsibility for, your actions.
- Making a commitment to providing quality service.
- Providing a safe environment for the conduct of gymnastics sessions.
- Showing concern and caution towards others.
- Being a positive role model.
- Being aware of, and operating within the Gymnastics Australia's standards, rules, regulations and policies.
- Not using gymnastics as an opportunity to promote your own beliefs, behaviours or practices where these are inconsistent with those of Jamestown Gymnastics, Gymnastics SA or Gymnastics Australia.
- Demonstrating a high degree of individual responsibility especially when dealing with children.
- Refraining from any behaviour that may bring Jamestown Gymnastics, Gymnastics SA or Gymnastics Australia into disrepute.
- Inappropriate behaviour will be addressed by the Committee.

Further guidance on expected behaviours can be found in the Gymnastics Australia Code of Conduct, in Part B of the 'Member Protection Policy'. This policy can be found at:
<http://www.gymnastics.org.au/site/gymnastics/national/downloads/membership/Member%20Protection%20Policy%20Aug%202012.pdf>



7. Dress Code

Coaches and committee members are welcome to dress in neat, casual attire that allows for freedom of movement. Coaches should wear the club t-shirts with their name embroidered on the right hand side.

All children are asked to:

- remove shoes and socks on entry – bare feet enhances their sensory development and allows toes to grip on equipment.
- Bring a drink bottle to all sessions
- Put long hair up
- not wear jewellery
- not wear overly loose clothing.

Leotards are our preference for girls without ballet skirts if possible as they catch on equipment. No hooded tops are to be worn as too loose t-shirts, remember we do hang upside down alot.

8. How we Communicate

Jamestown Kindergymnastics Inc. communicates with its members through:

Newsletters at the beginning of each term

Our Website: jamestowngymnastics.com.au

Email: info@jamestowngymnastics.com.au

Facebook - <https://www.facebook.com/pages/Jamestown-Gymnastics/169002376457289>

Announcements at the beginning and/or end of every session

Committee members and Coaches contact each other as required either by email or by telephone.

The Committee meets formally once or twice a school term. It also deals with issues and agrees decisions outside of meetings via email.



The Committee values the ideas and suggestions of all members and coaches, and encourages parents and caregivers to provide feedback on the Jamestown Gymnastics experience. The Committee endeavours to consult with all members and coaches on matters which affect them.

Coaches provide a strong communication link between the Committee and members and are therefore expected to attend committee meetings where possible (at least 50% of meetings) to provide relevant input into discussions.

9. Supporting your Development

Jamestown Gymnastics values the contribution that Committee members and Coaches make to the organisation. The development of our people is an important key to their job satisfaction and also ensures our Gymnastics continues to offer a high quality, enjoyable and stimulating experience for our members.

Committee members will be supported to develop their club management skills to ensure the club prospers and is managed in the best possible interests of its members.

In accordance with Gymnastics SA policy all committee members need to have a current police check. Police checks can be obtained free of charge for Jamestown Gymnastics volunteers via Gymnastics SA. The Secretary can assist in this process and maintains a register of police checks for auditing purposes.

Jamestown Gymnastics expects that its Coaches maintain the currency of their coaching accreditation, first aid certification, child protection training and police security check.

Gymnastics Australia requires Coaches to undertake regular development training in order to retain their Gymnastics coaching accreditation. Jamestown Gymnastics will support its coaches to meet this requirement by making a contribution towards the cost of training.

More information on the training requirements can be found under 'Education' on Gymnastics SA's website: <http://www.gymsa.com.au>

10. Honorariums for Coaches

Jamestown Gymnastics committee will allow a small contribution sum to any coach or person who potentially provides the club an important service in the running of the gymnastics sessions. The committee will discuss and decide on the suitable sum and/or

who will receive the honorarium at committee meetings.

11. Further Information

The President or committee will be more than willing to help you with any questions you have regarding your role. Please refer to the list below:

President;

Kim Hyland08 8664 0946

Mobile:0412 674 917

Email: kimiogs@hotmail.com

Secretary;

Tracey Dewell08 8664 1087

Mobile:0427 88 11 04

Email: tracey.dewell@bigpond.com

Treasurer;

Lauren Callaghan08 8664 1373

Mobile:0408 833 527

Email: slcallaghan@bigpond.com

Coach

Tracey Dewell08 8664 1087

Mobile:0427 88 11 04

Email: tracey.dewell@bigpond.com



**JAMESTOWN
GYMNASTICS**

Induction Information for all Staff and Volunteers

I (full name)_____ have read the Induction Information for Staff and Volunteers and will adhere to the code of conduct, values of the club and fully understand my position within the Jamestown Kindergymnastics Inc. Club environment.

Volunteers Signature _____ Date_____

Witnessed by _____ Witnesses Signature _____