

AGC MEMBER ATTENDANCE POLICY



Policy Name:	AGC Gymnast Attendance Policy
Date of Approval:	November 2025
Policy Coverage:	Attendance
Date of Review:	November 2026

INTRODUCTION

ArmadaLE Gymnastics Club Inc is committed to working responsibly and ethically within the legal and regulatory environment. To this end all Club policies and procedures will reflect this and we will act and make decisions in accordance with this commitment.

PURPOSE

This document outlines the ArmadaLE Gymnastics Club Inc (AGC) Policy in relation to a gymnasts/ninjas arriving/departing & attending training sessions.

SCOPE

As part of the AGC ongoing commitment to child safety, we endeavour to ensure all children remain in a safe environment for the duration of their time at AGC.

As AGC classes run consecutively, and for the safety of our members, we require all parents/guardians to ensure they drop off and pick up their gymnast from inside the Foyer of ArmadaLE Arena at the correct time to allow for minimal disruption to AGC programming. Members will not be released to a minor.

ATTENDANCE

We understand that life happens, and events/special circumstances & illnesses may arise.

We aim to teach students accountability – attendance is crucial to any sports. Attendance is vital for gymnasts safety & progress within the sport, and absences jeopardise the safety and progress of gymnasts if strength isn't maintained.

What do I do if I'm going to be absent?

If it is a last-minute absence on the day of training, please text the club on 0448 922 844 with gymnast's full name, date of absence & reason for absence. If it is more than 24 hours before the class, please email the club on admin@armadalegc.com.au to advise.

Due to our large waitlist for classes, should a gymnast miss 3 classes (consecutive or non-consecutive) in the period of one term without providing notification, it will be at the discretion of the AGC committee to cancel the enrolment of the gymnast with no refunds on fees paid.

AGC acknowledge the State Squad Attendance requirements and this policy runs in conjunction with the AGC State Squad Attendance requirements.

POLICY

EARLY ARRIVAL

AGC recognises that many of our gymnasts may travel significant distances to attend their classes. Depending on traffic and other variables, that they may arrive much earlier than when their class commences. However, gymnasts under 18 years must be directly supervised by their parent/guardian until the commencement of class, unless prior agreement from AGC is obtained. This is primarily because in the event of an emergency, AGC may need to evacuate all patrons, and if a gymnast is present in our facilities without AGC employee knowledge, their safety may be at risk. AGC is not responsible for the supervision of a gymnast without having knowledge of their presence in and movement around AGC facilities.

LATE ARRIVAL

All classes include a warm-up component ensuring gymnasts are ready physically and mentally to conduct planned activities safely. For this reason, and because of the disruption that late arrivals cause to the learning of others, if a gymnast arrives on the floor 10 or more minutes late to the start of the class, they will be declined entry and therefore unable to participate. Parents who have dropped their child off late & left the building, will be contacted to come & collect their child immediately.

Example:- Class start time 4pm

After and inclusive of 4.10pm - Gymnast too late to take the floor

If parents/guardians are finding it difficult to get their gymnast to attend their current class because of other scheduling commitments, we encourage them to contact the AGC office to discuss alternative arrangements.

Refunds will not be provided if you are declined entry due to lateness.

EARLY DEPARTURE

AGC recognises that on occasion, a gymnast may need to leave before their class concludes. This may be because of a medical or non-medical reason. In such instances, AGC requires parents/guardians to ensure they have advised AGC by text message or email in advance so as not to significantly disrupt classes or AGC programming.

LATE DEPARTURE

If a parent/guardian anticipates they are going to be late to pick up their gymnast, they are required to text message or email the AGC office. In such instances, and at the conclusion of their class, the gymnast will be required to remain and wait inside the gym or office, to ensure an AGC employee has line of sight on them until such time a parent/guardian arrives.

Should a gymnast remain uncollected for more than 10 minutes after the completion of their class, then AGC reserves the right to charge a Supervision Fee of \$1.00 per minute until the gymnast is collected by their parent/guardian.

ADDITIONS AND CHANGES TO POLICY

Recommended changes to this policy may be submitted to AGC Sports Inc Administrator for consideration at any time via email to admin@armadalegc.com.au

Should changes be accepted, the policy will be updated, dated, and circulated to all relevant stakeholders.

AGC Sports Inc is committed to ensuring all policies are up-to-date and reflect current times, therefore reviews are undertaken annually. The next review date is detailed at the beginning of each policy.

BREACH OF POLICY

Breaches of this policy include but are not limited to:

- Gymnasts under 18 years being dropped off, unsupervised, more than 15 minutes before training without prior parent/guardian discussion with, and agreement from AGC office.
- Gymnasts arriving more than 10 mins late to class with no prior communication with the AGC office.
- Parents/Guardians arriving late to pick up their gymnast at the end of class with no prior communication with the AGC office.

CONFIDENTIALITY AND REPORTING

- AGC Sports Inc administration is responsible for implementing this Policy and will work within the legal requirements of the Privacy Act 1988 and the Clubs Privacy Policy.