



Air Time Gymnastics

Guidelines & Policies



Club Policies & Guidelines of Air Time Gymnastics

Membership

- We will only give spaces out, to people that are on our "Waiting list" only.
- Air Time Gymnastics reserves the right to refuse admission or enrolment.
- If a space is available and you are on our "Waiting List" you receive our three step enrollment via emails.

Step 1: Appropriate Space Availability
(reply within allocated time given in email)

Step 2: Application Form Part 1 & 2.
(link will be in email, make sure all details are correct and you fill out both online forms)

Step 3: Space Confirmation, Session and Payment Details

- You can miss out on a space if details in forms are incorrect or if form is incomplete
(Membership Form Part 1 & 2)
- Sessions begin after completion of all enrollment steps
- Deposit of €60 must be paid before the first session to secure your child's/Gymnasts Space.

Term Fees

- All deposits are non-refundable.
- Pay all fees in a timely manner.
- When you pay for your child's fees, you are paying for your child's space in the session and not for his or her attendance. No refunds are available.
- Fees are explained in the Price List, which is available on our website.
- Air Time Gymnastics operates a strict, No Refund Policy on all our classes/sessions, Improver or extra sessions, camps, etc. This does not affect the statutory rights of the consumer rights of the customer.
- Under exceptional circumstances a refund/voucher may be issued with a pro rata charge of services used, but this is strictly at the discretion of the Manager/Head Coach. All queries in relation to the must be in writing to info@airtimegymnastics.club FAO the Manager, at least 7 days in advance of the next session or camp.
- **Family Discount:** Please apply your discount in the event of extra family members;
2 Children – 5%, 3 Children – 10% and in the event of 4 or more children please speak to Mark
- **Payment methods:** Cash, Cheque (Made payable to Mark Cranitch) or Bank Transfer (Email for Info)
- Term Fees payments will only be accepted if they are in an envelope, labelled with the gymnasts/child's name, day of session, session name/time, amount enclosed and Date of Payment. (Please label what the payment is for. Example: Deposit, Term 1 or 2 Fees, Event, Etc)
- Air Time Gymnastics runs on a strict no fees, no training policy so failure to pay fees on time will affect your child's participation in classes. Gymnasts with outstanding fees will be asked to spectate classes until the balance has been cleared.
- Try-out session when available – can be obtained by people on the "Waiting List" only by email, (you will need a copy of this email and the fee paid before your child/ren can participate in the class. You can only do a max of 2-3 try-out class)

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Insurance

- The Membership and Insurance payment, is an annual payment (September - August) and must be paid before starting any session, this is strictly non-refundable. **Insurance payment is not included in family discounts.** (please contact us, if you have more than 2 children)
- **The Membership and Insurance:**
€30 (child/gymnast 4 year and under), €40 (child/gymnast 5 years to 17 years)

Change of Status

- If there is any change of status, (i.e., medical information, learning needs information, change of address or mobile/phone number) you must inform the club via members email. So, you do not miss any important information.

Timetable & Schedule

- Session times, age groups can be changed due to demand and popularity. Sessions can also be removed due to lack of demand.
- Management have the right to change the Schedule and Timetable at any time.
(Notifications about changes will be sent out via WhatsApp, email or Social media's)

Notifications

- New term info will be sent out via Email.
- Club will notify members via: WhatsApp, Social Media or Email, so make sure you keep up-to-dated with our social medias, also WhatsApp and Email.
- Club will notify you via Text, WhatsApp or Social Media with last minute cancelations, changes, etc (i.e. weather/storms, power outages, etc)

Safety

- Parents/Guardians are responsible for prompt drop-off/collection of their children. (It is important that children/gymnasts attend session on time. All classes start with a warm-up/games and stretches, which is important to reduce injuries during session. Performance gymnasts must warm-up and stretch before joining in with their training.)
- Parents/Guardians are not permitted to drop off their own or any other child early and leave them unsupervised before session. Air Time Gymnastics will not take responsibility for any children left unsupervised before or after session.
- Only coaches and gymnasts are permitted in the Gymnastics Area
Parents/Guardians and other family members must wait outside until the session has finished.
- All children/gymnasts under the age of 16 must be dropped off and collected from the door of the Gymnastics Area

("Gymnastics Area": is the field of play, gym hall, etc)

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- Children/Gymnasts are to be collected from the; gym exit door (Castlemahon & Foynes) & Astroturf exit gate (Fit100). All Children/Gymnasts are to be accompanied by a Parent/Guardian; crossing the car park (Castlemahon & Foynes), through the Sports Centre (Fit 100) or out of the gymnastics area.
- Do not bring your child to the session, if they are sick, injured or on antibiotics.
(if they are too sick to attend school, they are too sick to attend gymnastics)
- If your child had a break, operation or any other medical procedure. You must provide a doctor's clearance letter to be able to participate in sessions again.
- Parent/Guardians are not permitted to take photos or video of sessions.

Photos and Videoing Release

- All Air Time Gymnastics members consent to photography or video images begin taken of them during their involvement in sessions/activities/events which may be used to promote the club and Sport. (example: paper, website or social media) (As per the Gymnastics Mandatory Membership Agreement in Part 2 of Application Form)
- Videoing can also be used for coaching/judging education purposes.

Drinks & Food

- Children/Gymnasts must bring WATER ONLY in their own RE-USEABLE WATER BOTTLE (No one use plastic bottles, fizzy, juice cartons or sports drinks) to session to keep hydrated.
- Eating is not permitted during the training session. No food is permitted in the gymnastics area.
- Eating and drinking is allowed during camps in allocated area.

Attire/Clothing & Hair

- Children/Gymnasts must wear suitable clothes when attending session. Here are just a few examples; Tracksuit, T-shirt and Shorts/Leggings or Leotard. No Denim, Shorts, School Uniforms, Jeggings or Very loose Clothing.
- Club Gear Coming Soon
- Hair shoulder length or longer must be tied back and out of their faces for safety reasons.
- Jewellery must not be worn by any gymnasts for safety reasons. (Example: Any Piercings except for small studs, Bracelets, Necklaces, Watches, Etc)
- Nails must be kept short for safety reasons. (No long nails will be excepted; this includes false nails.

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Personal Belongings

- All gymnasts and parents are responsible for the collection of belongings after each session.
- **Please make sure all belongings are labeled especially Drink Bottles.**
- All shoes, socks, water bottles and any other belongings must be kept in the area provide at the end or side of the gymnastics area
- Children/Gymnasts must not bring any unnecessary belongings into the gym/court.
(Example: Teddies, Dolls, any type of toys, iPad/Tablets, Mobile Phone, Etc)
- **Air Time Gymnastics will not be responsible for any lost belongings.**
- Any lost property found in the gymnastics area will be stored in a bag/box in the equipment store room/container or can be in the lost property in the centre.

General Gym Rules

- No Parents are permitted in the gymnastics area during session time unless invited in by a Coach.
- Parents/Guardians can stay outside the gymnastics area to view session, under no circumstances is anyone outside the gymnastics area allowed to interfere with the session (this include talking to or getting a child's attention).
- Parents/Guardians can talk to other parents, however you must keep it down (near a whisper) or you maybe ask to leave till the end of the session.
- Gymnasts can only enter gymnastics area when invited in by a coach.
- Children/Gymnasts must not leave the gymnastic are without the permission from a coach, either during or at the end of the class.
- Children/Gymnasts may not leave session early unless a coach has been informed by a parent/guardian and must be collected at the door/gate of the gymnastics area.
- In the interest of safety, the children/gymnasts must obey the coaches at all times
- Gymnasts are only permitted on any equipment when instructed by a coach.
- Running is only allowed if instructed by a coach
- If your child is feeling unwell or injures themselves during session, a coach needs to be informed, If they don't know already. Parents will be informed at the end of the session, unless we deem it necessary to call a parent/guardian to come and collect their child.
- Mobile phones are not permitted in the gymnastics area or to be used in the gym by gymnasts. (This includes iPads, Tablets, Cameras, etc.)
- All children attending sessions must go to the toilet before session, as during session they will miss out on skills development time.
- All children attending sessions must be toilet trained and capable of using the toilet facilities on their own.
- **Pre-school/Tykes Gymnasts brought out to parents/Guardians to accompany them to the toilet (Friday Only)**, Gymnasts ages 7 and under must be accompanied by a coach and in a group/pairs to the toilet, Gymnasts aged 8 to 10 years must go in pairs to the toilets and 11 years +, can go on their own to the toilet.
- Toilets must be left as found (which is usual clean), will not tolerate any messing in the toilets.

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Club Behaviour Guidelines

- All members (gymnasts, adults, parents and guardians), are expected to show respect and courtesy towards the club's coaches, volunteers and fellow gymnasts.
- Air Time Gymnastics nurtures and promotes values of equality, respect, tolerance and friendship. Air Time Gymnastics will not tolerate any misbehaviour, discrimination and/or bullying by any member (Includes: Children/Gymnasts and Parents/Guardians).
- Gymnastics is a disciplined sport.
- Gymnasts should be considerate to each other and work together as a team.
- Gymnasts should listen carefully when the coach is speaking and follow their instructions to show respect and for their safety.
- Coaches follow the following steps for behaviour management when participants are not acting appropriately:

BEHAVIOURS	POSSIBLE SANCTIONS FOR INAPPROPRIATE BEHAVIOUR (The sanctions below will be applied according to the severity of the offensive behaviour)
<p>A. Minor Don'ts</p> <ul style="list-style-type: none"> • Persistent talking & disruption while Coaches are coaching • Cheek or disrespect towards coaches or helpers • 'Horseplay' which has not caused injury • Continuous non-compliance with instructions of a Coach or helper 	<ul style="list-style-type: none"> • Verbal warning • Taken aside and a 2nd verbal warning • 'Sin-bin' for 5 minutes • 'Sin-bin' for 10 minutes or longer as deemed appropriate

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BEHAVIOURS	POSSIBLE SANCTIONS FOR INAPPROPRIATE BEHAVIOUR (The sanctions below will be applied according to the severity of the offensive behaviour)
<p>B. Serious Don'ts</p> <ul style="list-style-type: none"> • Offensive language or gestures towards another gymnast, Coach or others • 'Horseplay' which has caused injury – accidental or otherwise • Persistent non-compliance of instructions of Coach or helper • Cheating the rules • Telling lies about anyone. 	<ul style="list-style-type: none"> • A formal warning with another Coach present. (A sanction may be warranted) • 'Sin-bin' for 5-15 minutes or longer as deemed appropriate • A formal warning with parent present with possible suspension from next training session or event

BEHAVIOURS	POSSIBLE SANCTIONS FOR INAPPROPRIATE BEHAVIOUR (The sanctions below will be applied according to the severity of the offensive behaviour)
<p>C. Critical Don'ts</p> <ul style="list-style-type: none"> • Bullying – in any form (verbal, physical etc) • Wilful damage to an individual or Club property • Theft of individuals or Club property • Shouting and arguing with an Official 	<ul style="list-style-type: none"> • 1.'Sin-bin' for 5-15 minutes or longer as deemed appropriate • 2. Parents advised appropriate sanction being applied • A written warning • A formal warning with parent present with possible suspension from next training session or event

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Please remember:

If you have Behavioural Guidelines and sanctions in your Club please ensure that they are communicated to all (i.e. parents, coaches and gymnasts). The young gymnast should be spoken to in a calm, normal voice explaining the breach of Code of Best Practice so that they do not feel threatened and fully understand the breach and how they may improve. Explain that a repeat breach will lead to further disciplinary action and what the disciplinary action may be.

In the event a young person becomes upset when spoken to, the Coach or Assistant should inform the parents/guardian at the end of the training session.

Two individuals (either Coaches, Assistant, Children's Officer) should speak to a young person at all times regarding the serious and critical breach of the Code away from other gymnasts.

Contacting Us:

- Coaches will not be available for a discussion with parents/guardians during session times.
- Please note coaches cannot be contacted during session time on the club phone, so do not leave message for/about your children, as they may not be seen in time.
- The club phone is for outgoing emergency calls by coaches only and will be turn off after session.
- You can communicate with us by **Email or Text/WhatsApp message:**

Club Email: info@airtimegymnastics.club

Members Email, can be found in "Members Area"

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📍 Fit100, Ballysimon Road

Foynes Community Centre, Foynes

Castlemahon Community Centre, Castlemahon

info@airtimegymnastics.club

✉ www.airtimegymnastics.club

