



**BRIGHTON REC
GYMNASTICS**

PARENT HANDBOOK

Brighton Recreational Centre

Address: 93 Outer Crescent, Brighton VIC 3186 **Phone:** (03) 9592 3033

Web: www.brightonrec.com.au **Email:** gymnastics@brightonrec.com.au

Contents

1. Overview.....	p.1-2
2. Program Structure.....	p.3
3. Kinder Program.....	p.4
4. Gymnastics For All.....	p.5
5. Competitive Program.....	p.6
6. Bright Stars Recreational Program.....	p.6
7. General Rules.....	p.7
8. Participation Policy.....	p.8
9. Discipline Policy	p.8
10. Program Dates.....	p.9
11. Enrolments & Fees.....	p.9
12. Cancellations, Future Absences/Makeups/Suspensions.....	p.11
13. Watching your child's class.....	p.12
14. Photos & Social Media Policy.....	p.12
15. Clothing, Jewellery & Hair.....	p.1
16. Bathroom Procedures.....	p.14
17. Supervision of Minors.....	p.14
18. Arrival/Departure Procedures.....	p.15
19. Accident Management	p.16
20. Evacuation Plan.....	p.17
21. Centre Policies.....	p.18

Overview

Brief overview of Brighton Rec Centre

The Brighton Recreational Centre (BRC) is a not-for-profit community-based organisation providing recreational, educational and sporting activities to reflect the needs of all ages and abilities in the local community.

We offer a diverse range of programs, classes and social activities for children and adults in a fun, connected and welcoming environment.

We are incredibly excited to launch our brand new, state of the art Centre, which is now open, having recently undergone a complete multi-million dollar rebuild. Our Centre has been transformed into an outstanding integrated multi-purpose precinct featuring an extended gymnastics area with first floor viewing space, dedicated pottery and art rooms, children's services facility, multi-function spaces and more!

Being part of a community has great benefit to an individual's mental health and emotional wellbeing. The connections made when taking part in activities such as those offered at Brighton Rec can provide happiness, security, support and a sense of purpose.

Come down and enjoy what we have to offer in our new state of the art facility!

Staffing

At Brighton Rec, we have a fantastic team of accredited coaches from Gymnastics Australia and Gymnastics Victoria! All coaches over 18 hold a Working with Children Check to ensure a safe environment.

Becoming a coach involves completing online and in-person training, followed by hands-on experience in the gym with experienced mentors. Our coaches also participate in yearly professional development to enhance their skills. They are dedicated to providing you with the best gymnastics experience possible!

All our classes are carefully planned for maximum safety, progression and fun. For Kinder, Junior Gym, and beginner/intermediate+ classes, our Coach Coordinators create the plans. In GymStar classes, individual coaches craft their own plans with support from the Gym Manager. Our aim is to provide the best experience for our gymnasts!

Our Vision

To be the recreational centre of choice, by offering diverse programs and services that support inclusiveness, growth and positivity, allowing everyone to feel more connected to the local community.

Our Mission

To provide recreational, educational and sporting activities for all ages and abilities in the local community within a fun, connected and welcoming environment.

Our Values

Inclusive - we welcome people of all ages and abilities and promote inclusiveness and accessibility.

Connected - we strive for all to feel connected and achieve a sense of belonging within the community.

Fun – we believe in providing a fun, friendly and positive environment

Growth - we support the development of viable programs and encourage personal growth and new skills

Child Safety Statement

Brighton Recreational Centre is committed to the safety, well-being, and empowerment of all children and young people accessing our programs and services. We have a zero-tolerance approach to any form of child abuse. We support the rights of children and we will act immediately to ensure an environment is maintained where children and all participants feel safe, respected, valued and empowered at all times.

Program Structure

Adult Gymnastics
16+ years

Gym For All
7-12+ years
1-2 hours

Gym Star Competitive
7+ years
4-5 hours

Gym For All
5-7 years
1 hour

Junior Gym
4-5 years
1 hour

Toddler Gym
3-4 years
1 hour
Parent Participation

Tiny Tots
1-3 years
45mins
Parent Participation

KINDER PROGRAM (Pre-School Age)

*Age based on end April.

Tiny Tots

1 to 3 years

Parent/Guardian Assisted

45 mins

12:1

Our 1-3 years classes are for children who are independently walking and designed for parent/guardian participation throughout. The program incorporates a range of activities including group games and exercises on the floor followed by circuits using the different gymnastics equipment such as the beams, bars, rings and trampolines as well as Kinder specific equipment like soft shapes and climbing frames. These classes are a fun way to learn the fundamentals of all types of movement. Each week there is a different theme so the gym and the activities are always changing.

Toddler Gym

3 to 4 years

Parent/Guardian Assisted

1 hour

12:1

Like our Tiny Tots classes, however a little longer. The program incorporates a range of activities including group games and exercises on the floor followed by circuits using the different gymnastics equipment such as the beams, bars, rings and trampolines as well as Kinder specific equipment like soft shapes and climbing frames. These classes are a fun way to learn the fundamentals of all types of movement. Each week there is a different theme so the gym and the activities are always changing.

Junior Gym

4 to 5 years

1 hour

10:1

Our classes for 4-5 year olds encourage children to work independently and are therefore aimed at children who are going to school the following year. Classes are run with similar circuits as our 1-4 year olds classes with a different theme each week, and are a fun way to learn the fundamentals of all types of movement. The goals of the program also include learning how to follow instructions, co-operating in group activities, lining up and waiting for their turns as well as communicating with their coaches and other children which will all help with school readiness. Therefore we encourage parents not to participate in these classes. The children will be able to progress from this program into our GFA program.

Gymnastics for All (School Age)

Beginners Only

5 to 11 years

1 hour

10:1

These classes are mixed-gender and targeted towards children starting gymnastics for the first time. The program is non-competitive and focuses on developing the foundations in strength, flexibility, balance, coordination, body and spatial awareness incorporating a mix of circuits and games. We place a strong emphasis on building confidence and self-esteem in a fun and safe environment. Classes incorporate all the gymnastic apparatus including vault, bars, rings, floor, beam and trampoline. Each child will be challenged at their level.

Intermediate+

5 to 11 years

1 hour to 1.5 hours

10:1

These classes are mixed-gender and targeted towards children with at least 1 year of previous gymnastics experience. The program is non-competitive and focuses on further developing all the important foundations of gymnastics. Children will learn and practice skills on all the gymnastics apparatus including vault, bars, rings, floor, beam and trampoline. Each child will be challenged at their level.

Girls & Boys

12+ year olds

2 hours

10:1

These classes are separated by gender and allow for mixed ability. The program is non-competitive and focuses on developing all the important foundations of gymnastics. Children will learn and practice skills on all the gymnastics apparatus including vault, bars, rings, floor, beam and trampoline. Each child will be challenged at their level.

Adult Gymnastics

Males & Females

16+ year olds

2 hours

8:1

Our adult gymnastics classes are fully instructed and designed to enhance strength, fitness, and flexibility while prioritising fun, friendship, and safety. These classes welcome all skill levels, from complete beginners to advanced gymnasts. The curriculum includes learning skills on all gymnastics apparatus, such as the vault, bars, beam, floor, rings, and trampoline. Classes are held on Monday and Wednesday evening at 7.30pm.

Competitive Program (School Age)

Gymstar Squads

Girls & Boys

4-5 hours

10:1

GymStar is a recreational competitive program offered by Gymnastics Victoria for members of all ages, genders, and abilities. At the BRC, GymStar provides recreational gymnasts with the opportunity to deepen their commitment to gymnastics while participating in external competitions in a fun and friendly environment.

GymStar classes are available for children aged 7 years and older and require a commitment of 4-6 hours of training per week, along with participation in a season of competition. The program focuses on developing skills across six apparatus: vault, uneven bars, beam, rings, parallel bars, and floor. It is designed for gymnasts to challenge themselves, emphasizing personal growth while keeping difficulty, scores, and results as secondary considerations.

Bright Stars Recreational Program

Bright Stars is our own internal pathway that BRC gymnasts follow as they move through our recreational program. Developed by our Gymnastics Manager and with input from our coaches, the Bright Stars program will ensure safe, progressive participation in our classes starting from Level 1 and going to Level 10.

Each Bright Stars level has a selection of skills that need to be successfully completed before progressing through to the next. Coaches will assess these skills twice a year at the conclusion of Term 1 and Term 3.

Once assessments have been completed, parents will be informed if there will be any class changes based on skill.

General Rules

- Gymnasts must wait in the foyer until instructed to move into the gymnastics space by a BRC coach.
- No food or drink allowed in the gymnastics space, except for water in a bottle.
- No shoes allowed in the gym space except for coaches. Shoes and socks must be removed by gymnasts and placed in the shoe shelves provided in the foyer.
- No bobby pins in hair.
- Water bottles may be bought into class by school age and above members only. Bottles will be carried by each group around the gym space in a bucket to assist with short drinks breaks throughout the class. A drink fountain is accessible in the gym space if your child forgets their bottle.
- All children under the age of 18 must be picked up by an adult from the inside the centre unless alternative arrangements are made prior.
- No parents/guardians are allowed in the gym space unless required for Kinder classes. Parents/Guardians may only view classes from the upstairs spectator area provided.
- Please make sure young children are toileted before class by using the centre bathrooms.
- The gymnastics space is temperature controlled so classes will be conducted all throughout the year without cancellation.
- Mobile phones use is not allowed in the gym space unless by a BRC staff member.

Participation Rules

To ensure that everyone enjoys safe and fun participation in our classes, we have established rules for participation.

LOOK - All gymnasts are expected to look at the coach when they are giving instruction.

LISTEN - All gymnasts are expected to listen to the coach when they are giving instruction.

FOLLOW - All gymnasts are expected to follow coach instruction in order to enjoy safe participation in our classes.

SUPPORT - We encourage all gymnasts to show support for each other during class with kind words.

If a gymnast is not following the BRC participation rules then coaches are expected to implement our discipline policy.

Discipline Policy

The discipline policy outlined below is applied to all programs within the club to ensure the safety and well-being of all participants. Our objective is to cultivate and maintain a positive learning environment, enabling both participants and coaches to achieve their full potential.

Our participation rules establish clear boundaries of behavior for the children to help them understand what is acceptable and appropriate. Our aim is to guide them with kindness and support, ensuring they feel safe and respected as they learn and grow.

If a child behaves in an inappropriate manner the following process will be followed:

- **REMIND**- The gymnast is reminded by the coach of the rules of participation.
- **REPOSITION** - The gymnast is repositioned within the class to a different activity or station to assist with addressing the behavioural issue.
- **REMOVE**- The gymnast is removed from the group due to safety of the individual and others and referred to the Program Coordinator or Gym Manager to talk about the behavioural issue.
- **RECONNECT** - The gymnast is granted permission to return to the coach and group after the behavioural issue has been addressed.

If a child has been removed from the group, the coach will take a moment during the last five minutes of class to speak with the parent/guardian. This time will be used to discuss the behavioral incident that occurred in a supportive and understanding manner. We value open communication and want to ensure that together, we can help the child learn from this experience.

Program Dates

All our programs operate 48 weeks of the year.

First week of classes: Monday 3rd February , 2025
Last week of classes: Monday 15th December, 2025
No classes held on Victorian public holidays.

Our gymnastics classes run for 48 weeks of the year with a 4 week break period over Christmas (December 22, 2025 to January 18, 2026). Classes do not run on Victorian Public Holidays.

In addition, each student is entitled to use a **4-week holiday suspension** of their gymnastics enrolment each year, which must be used as a minimum 2-week block. You will not be charged for classes missed during your suspension period.

Enrolments & Fees

Enrolments

In order to enrol into one of our gymnastics classes visit our online [customer portal](#). Existing families will need to log into their account and new families will need to set up both a family account and a student account.

Your enrolment into our gymnastics class will be on-going to ensure you always keep your place in your selected class.

Booking a Trial Class

Brighton Recreational Centre offers a trial class for our gymnastics programs subject to availability. Trial classes are only available if there are places available in the class of your choice. Trial class fees are charged at the **cost of a singular class** and payment is required at the time of booking. Trial bookings can be requested by contacting the Centre via [email](#) or telephone (03) 9592 3033 and can only be placed **within 5 days** of your chosen class.

Alternatively, you can enrol in the class of your choice, in the knowledge that you can cancel your enrolment if your child decides that gymnastics is not for them. You need only to **cancel by the 23rd of the month** to ensure that the cancellation is effective before the commencement of the following month.

Class Fees

Class fees for gymnastics classes are paid **monthly**. You will be billed for your first month of classes at the time of enrolment and your credit card or bank details will be saved on your customer account for future monthly billing. Your direct debit will continue each month, automatically, until you cancel your enrolment.

Our billing is pro-rated with break periods and public holidays taken into account, therefore you will not be charged for your classes during break periods or on public holidays.

Class Fee Summary 2025

45 minutes
\$22.95

60 minutes
\$27.95

90 minutes
\$36.95

120 minutes
\$42.95

Registration Fee

On enrolment into any of our programs every gymnast must pay an annual registration, insurance and equipment levy fee. Insurance cover is provided under the Gymnastics Australia National Risk Protection Programme. More information can be found at <https://www.gymnastics.org.au/insurance>

2025 Annual Fee is \$59.00
After June 30, fee reduces to \$39

This fee is payable for a calendar year and will be charged in the first month of enrolment. The fee payable for any new enrolment after the 30th June, will be \$39.00. This fee is not refundable in full or in part if the gymnast cancels or relocates during the remainder of the year.

Cancellations, Future Absence/Makeups/Suspensions

Cancellations

You can cancel your enrolment at any time by submitting an [Enrolment Cancellation Form](#) to Brighton Recreational Centre. Enrolment cancellation requests must be received **at least 7 days prior** to your next billing date to ensure that you are not charged for future classes.

Once your enrolment cancellation request has been approved, you will get confirmation via email of your/your child's last class. After this date, provided your account has been paid in full (including the notice period) all payment details will be completely removed from our system.

Should a singular class be cancelled by Brighton Recreational Centre, you will be issued with a class credit for the cost of the individual class. Class credits will be applied against your next billing instalment.

Should the Brighton Recreational Centre decide to remove a class that you have enrolled in from our timetable due to a lack of enrolments, fees will be refunded in full and paid via direct transfer.

Future Absences & Makeups

If your child is unable to attend their regular class, customers will be entitled to 1 makeup class per month. To request a future absence, customers must login to their child's account via the 'customer portal and go to "Future Absences". A request for future absence must be completed **no less than 3 hours prior** to the class starting. Following receipt of your absence request, you will receive an electronic "makeup token" which can be used to attend another class of the same level and age group, pending the availability of a space in a suitable class. The booking into the makeup class can only be made **within 5 days** of when the class is scheduled. A maximum of **1 makeup** lesson can be claimed within any month, and must be utilised **within 60 days** of the date of the class for which the makeup lesson was claimed and the makeup token generated.

4-Week Holiday Suspension

Brighton Recreational Centre's gymnastics classes run year-round except for a 4-week closure over the Christmas period. In addition, each student is entitled to use a **4-week holiday suspension** of their gymnastics enrolment each year, which must be used as a **minimum 2-week block**. You will not be charged for classes missed during your suspension period. Your child will not be able to attend class during the suspension period.

Brighton Recreational Centre requires a **minimum 14 days' notice** prior to any suspension, which must be requested by completing the following [Gymnastics Enrolment Suspension Form](#).

Once your request has been approved, confirmation will be provided by Brighton Recreational Centre.

Watching your child's class

We encourage parents/guardians to stay and watch classes from our comfortable temperature controlled upstairs spectator area. Siblings must be looked after by a parent in the spectator area and may not be left alone. Food and drink is allowed but we do ask that spectators reach out to Reception or Centre Management if an accident occurs.

If your child is having great difficulty with separation then please call or speak to your child's coach about strategies to help with this.

Guest Wifi is available throughout the centre.

Network: BRC_Guest

Password: Brighton

Photos & Social Media Policy

Parents/Guardians and participants may only take photos of their children/themselves. If seeking to take photos which includes people other than your child/children or yourself, the permission of the other people must be granted by all people to be included within the photo. This includes people in the background as well as within the foreground. Accidental inclusion of people who have not authorised their inclusion, or that of their children is not acceptable.

Phones are strictly prohibited from being used within the change rooms. The Brighton Recreational Centre reserves the right to utilise the photos of participants within social media and promotional material unless participants/ parents advise they do not permit such use of their/their child's imagery.

Parents and Guardians are advised that from time to time photos or videos may be taken/captured during the program or special events by BRC staff. Enrolments at Brighton Recreational Centre serves as acknowledgement to use any images captured by Brighton Recreational Centre for the purposes of promotional material, media or other purposes without further permission being necessary. If you DO NOT want your child's image to be used in any promotional material, you must advise Brighton Recreational Centre in writing prior to the commencement of their first class.

Email: gymnastics@brightonrec.com.au

Clothing, Jewellery & Hair

Clothing

In the Gymnastics For All Program (GFA) there is no special requirement with regard to training attire. Most gymnasts wear bike shorts, leggings or shorts with crop tops, leotards, T-shirts or singlet tops.

It is suggested that clothing worn for gymnastic classes should be tight fitting as loose clothing can impede a child's ability to do activities safely. School dresses, skirts and jeans are not appropriate. Clothing with buckles or zips are dangerous to participants and coaches and can damage equipment. Tops with hoods can be worn during warm up however they need to be removed before going to apparatus as these can also be dangerous.

In our GymStar programs gymnasts will be asked to wear bike pants or tight leggings with either crop tops, tank tops or leotards. More spotting is required for more difficult skills and loose clothes can make this difficult.

Jewellery

We kindly ask that children do not wear jewellery during gymnastics classes to ensure everyone's safety. Jewellery can easily catch on equipment, which could be dangerous for your child, their classmates, and even our coaches who are there to help. Plus, we want to avoid any accidents that could occur if jewellery gets damaged.

To keep things safe and fun, please remove all bangles, necklaces, anklets, rings, belly button rings, and watches (including Fitbits) before coming to class. If your child has hanging earrings, we recommend switching to studs during gym time for safety reasons.

Children will be prompted to take off their jewellery and either store it with their personal items or hand it to a parent. Just a friendly reminder, Brighton Recreation staff cannot be responsible for any lost jewellery. Thank you for your understanding and support in keeping our gym safe!

Hair

All children participating in gymnastics should have long hair tied back neatly. It is dangerous to engage in gymnastics with loose long hair, as it can obstruct their vision and lead to accidents. Additionally, loose long hair can raise health concerns. *Please refrain from using bobby pins in hair as they create a risk to others when they come out on the floor and in the foam pit.*

Bathroom Procedures

We strongly advise all gymnasts to visit the bathroom before their class begins. There are toilets located in the gymnastics space which are reserved for gymnasts only during class time. Before class, participants must use the Centre toilets located the foyer area.

In our kinder classes it is the responsibility of the parent/guardian to take their child to the bathroom if needed in class time.

As our Junior Gym classes are independent classes the coach is responsible for taking the gymnasts to the bathroom area if needed. The coach may ask another staff member to supervise or send the children in pairs.

In our school aged classes gymnasts must tell the coach if they need the bathroom. Gymnasts under 7 years old need to go to the bathroom in pairs. Parents will be called if their child has had a toilet accident. Gymnasts will be using the toilets located inside the gymnastics space.

For Child Safety, Adults gymnasts and coaches may only use the Centre bathrooms in the foyer.

Supervision of Minors

To ensure children's safety, minors under 12 must be supervised at all times by a parent or guardian while inside the BRC facility. Coaching supervision is only available during scheduled classes, but parents/guardians are responsible for their child's supervision before and after.

Children must not leave the facility without a guardian over 16, and those under 12 cannot leave alone.

Arrival/Departure Procedures

EARLY ARRIVAL

If a gymnast arrives early for class, we kindly ask that a parent or guardian supervises them until class begins, especially for those under 12. If a child is to be unsupervised, prior arrangements must be made with the coach or management. This policy is in place to keep everyone safe during emergencies, as we may need to evacuate the facility. We appreciate your understanding, as we can't guarantee supervision for gymnasts whose presence we aren't aware of.

LATE ARRIVAL

To ensure gymnasts are ready for class, each session starts with a warm-up. To keep everything running smoothly, we kindly ask gymnasts to arrive on time. If they arrive 10 or more minutes late, they may not be able to join the class.

If late arrivals become a regular issue, we will contact parents to discuss alternative class options. We understand that busy schedules can be challenging, so please reach out to the BRC Management if you need assistance finding a more convenient time.

EARLY DEPARTURE

At BRC, we understand that sometimes gymnasts may need to leave class early for various reasons. If this occurs, please let the coach or Management know in advance, either verbally or by email, to help us keep the class running smoothly.

LATE DEPARTURE

If you expect to be late picking up your gymnast, please call BRC reception. Your gymnast will wait inside the gym after class so a coach can keep an eye on them. If a gymnast is often not picked up within five minutes of class ending, BRC management will reach out to discuss how we can help.

Please note, In the event that a parent needs to be contacted, gymnasts must not use their personal mobile phone to contact parents. They must talk with coaching staff or management to make necessary contact.

**Centre Reception phone number
(03) 9592 3033**

Accident Management

Serious accidents in gymnastics are rare due to our careful planning and focus on safety. However, there is always some risk of injury.

If an accident occurs, the coach will stop the class and assess the need for first aid. For minor injuries, first aid will be provided, and an accident report will be completed.

For more serious injuries involving the head, neck, or back, the first aid officer will be notified immediately. If necessary, reception will contact a parent to collect the gymnast and may recommend further medical evaluation.

We take safety seriously and will use our best judgment to decide if an ambulance is needed.

In the event of a serious accident the Program Coordinator or Gymnastics Manager will follow up with the parents to see how the gymnast is. As a registered gymnast, all gymnasts are covered under the **Gymnastics Australia National Risk Protection Program**. You can read more information about coverage [here](#)

Evacuation Plan

- 1.The Chief Warden or the person responsible will take charge and make the decision to evacuate the Centre.
 - 2.The alarm (3 loud whistles) will be sounded.
 - 3.Emergency Services will be called (000)
 - 4.Assist anyone in immediate danger
 - 5.All staff will move/carry/walk the children and all others out of the Centre using the predetermined exit pathways to the assembly point.
 - 6.Avoid any danger during the evacuation.
 - 7.Area Wardens will evacuate the program in which they are delivering the program, except for the area warden conducting a program in multi purpose room 4/5, who will evacuate the upstairs area including the gym viewing area and the toilets change areas (checking each of these toilet areas).
- The chief warden will evacuate all areas in the downstairs area including the lift that an area warden has not evacuated.

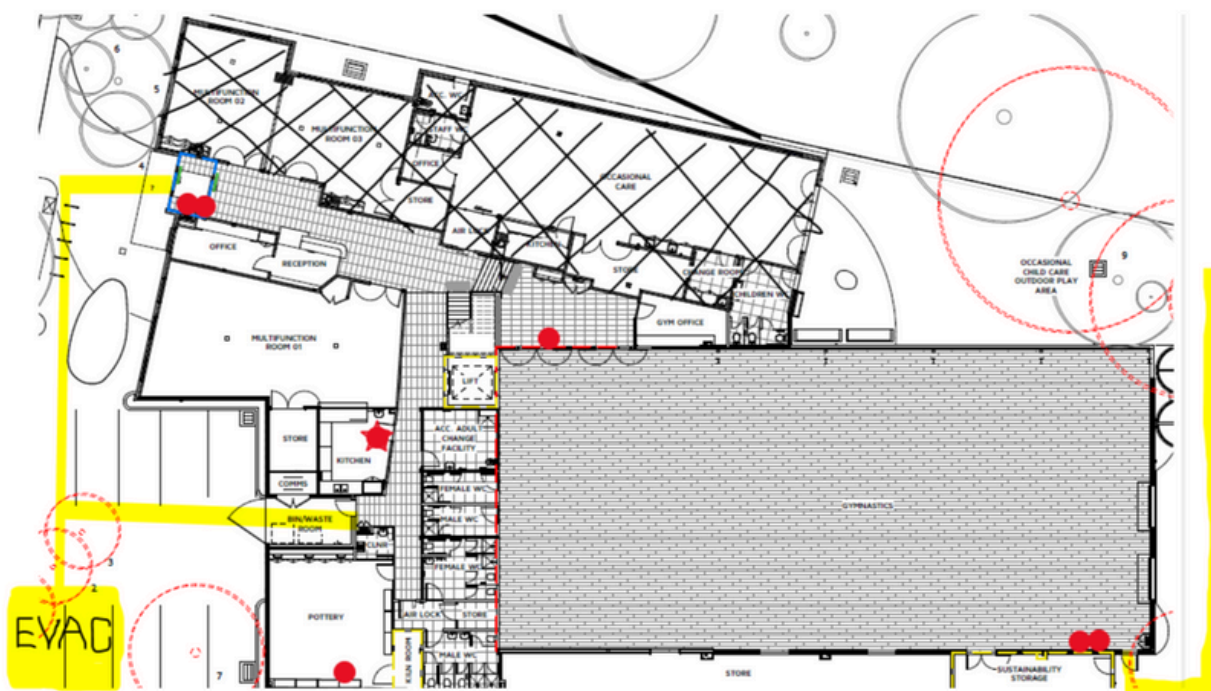
For clarity there are 4 program areas:

- I.Upstairs area (to be evacuated by Area Warden operating MP4/5)
- II.Pottery Room (including kiln room)
- III.Gym Hall (including toilets off the gym floor, the storage area on the southern side and the gym office and foyer)
- IV.Multi purpose room 1 (including the store room)

The chief warden will evacuate all areas in which no programs are operating (and as such an area warden is not present to assist), plus the downstairs toilets and office area.

Once at evacuation point at the south western corner of the carpark, check attendance records and staff roster to ensure everyone is accounted for.

- 1.Do not re-enter the building until emergency services have given the all clear.



Centre Policies

To read more about our policies at the Brighton Recreational Centre please click links below.

[Bullying, Equal Opportunity, Discrimination, Sexual Harassment Policy](#)

[Child Safety and Wellbeing Policy](#)

[Diversity and Inclusion Policy](#)

[Occupational Health and Safety Policy](#)

[Privacy policy](#)

[Social Media policy](#)

[Conditions of Entry](#)