



South Coast Gymnastics Academy



COVID-19 Parent Handbook



2020



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We are excited to welcome everyone back to South Coast Gymnastics Academy!

We have all been looking forward to this day and can't wait to see the many smiling faces once again fill our venue. Thank you for your patience, messages of support and the generous feedback that we have received throughout the time off and during the phased return.

The health and safety of our staff, members and families will always come first. As we return after the disruption due to the Covid-19 outbreak, every decision, policy, and procedure is made in the interest of the health, safety and wellbeing for everyone, both physically and mentally.

Our Covid-19 Parent Handbook has been designed to inform educate and reassure our families on what we are doing as a club and how we will operate during these changing times. SCGA's COVIDSafe Plan, policies and procedures outlined have been designed and adapted according to the regulations from Federal and State governments, the [AIS Framework for Rebooting Sport in a COVID-19 Environment](#) (AIS Framework), [The National Principles for the Resumption of Sport and Recreation Activities](#) (National Principles), Safe Work Australia, Gymnastics Australia and Gymnastics NSW guidelines.

Our plan and procedures for how we address all of these things must be adaptable, purposeful, and effective and we will constantly evaluate our policies and procedures, seek out new & sound information, and adjust our responses accordingly.

Most importantly, we all have a role to play to be responsible for the health and safety of each other and ensuring the highest level of safety and compliance, we need the ongoing support from all our staff, members and families to fulfil our goals. While we as a team will continue doing everything we can to meet set guidelines, while also minimizing interruption to "normal life" as much as possible, we understand that certain solutions or policies will not be the most appropriate for each family. While we will try our best to create the best environment for everyone, we respect families who have to make the difficult decision to delay their return for now.

With COVID-19 being so unpredictable and in the interest of protecting the health and safety of the staff, members and families entrusted to our care, SCGA will be enforcing all policies and procedures listed within this document during our return and If a family, athlete, or employee is unwilling to abide by these policies and procedures, they will not be allowed to attend SCGA until changes have been made.

Thank you all for your cooperation.



"We're all in this together"



What is COVID-19

Covid-19 is a respiratory illness caused by a new virus which can be spread from person to person via droplets. Symptoms include fever, coughing, a sore throat and shortness of breath and currently there is no vaccine for this virus.



SCGA Commitment to COVID-19 Safe practices

We are committed to ensure the safety and wellbeing for all our Staff, members, families and the community. We are working with our Government & State authorities, our National & State bodies to ensure we uphold safe practices, up to date information and resources.

Gymnastics NSW and SCGA have an ongoing committed to COVID safe practices and are working on our Return to Gymnastics Plan via education and further resources.

As we move through the different phases of COVID-19 and restrictions start to lift, we ask everyone to help making this time as healthy and safe as possible, we can do this by working together:



Staff

Responsible for ensuring our facility policies are being executed, we are also responsible for the guidelines outside of work, our own health, and outside activities.



Athletes

Responsible for following the guide-lines, helping support their team-mates through this time, and following all directions given by staff at SCGA to ensure a low-risk environment for everyone.



Parents/Carers

Responsible for making sure your family is following good hygiene as a habit, following all SCGA policies & procedures, and helping our staff with your patience, support, and ongoing cooperation as we return.

During this stressful, unprecedented and challenging time, regardless of what phase we are in, maintaining a healthy and safe environment for everyone is paramount.



“Our Reopening COVIDSafe Plan”

In line with the AIS Framework and GYMNSW return to sport plan, there are different levels for reopening.

Steps of Reopening

AIS Activities	Level A: Training in no more than pairs. Physical distancing required.	Level B: Indoor/outdoor activity. Training in small groups up to 10. Physical distancing required.		Level C: Full sporting activity (training and competition) allowed. No restriction on numbers. Contact allowed.	
Roadmap Activities	N/A	Step 1: No indoor activity. Outdoor sport (up to 10 people) consistent with AIS Framework.	Step 2: Indoor/outdoor sport up to 20 people. Physical distancing (density 4m ²).	Step 3: Venues allowed to operate with up to 100 people with physical distancing. Community sport expansion to be considered consistent with AIS Framework.	Further steps TBC

South Coast Gymnastics Academy will comply with the Australian government’s [Roadmap to a COVIDSafe Australia](#), which places limits on the type of activity that can be conducted and the number of people who can gather at facilities, notwithstanding the activities permitted by the AIS Framework.



Steps of Reopening

Each program will go through the three levels of reopening in steps. Much of the government’s timeline is still unclear, and much of that is due to the uncertainty that still exists regarding the timeline of the disease. Given Government & State recommendations and the coordination with National and state associations, SCGA has outlined the tentative steps of reopening below:

	All Steps Subject to Change Without Notice!		
Program	Step 1	Step 2	Step 3
Competitive Programs	Step 1-outdoor	Step 2 inside-restrictions	Step 3 Inside-restrictions
Pre Comp Programs	Step 1-outdoor	Step 2 inside-restrictions	Step 3 Inside-restrictions
Recreation Program	Paused	Step 2 inside-restrictions	Step 3 Inside-restrictions
Specialty Program	Paused	Step 2 inside-restrictions	Step 3 Inside-restrictions
Early Childhood	Paused	Step 2 inside-restrictions	Step 3 Inside-restrictions
KidzBreak/Parties	Paused	KidzBreak only	Step 3 Inside-restrictions
Schools	Paused	Paused	Step 3 Inside-restrictions

Recovery

When public health officials determine that the outbreak has ended in the local community, SCGA will consult with relevant authorities to identify criteria for scaling back its COVID-19 actions. We will also consider which protocols can remain to optimise good public and participant health.



“How We Limit the Spread”



Principles that underpin COVID-19 safe behaviours

South Coast Gymnastics Academy is committed to providing the best possible COVID -19 education to our staff, our members, our families and the wider community.

We will be identifying and enforcing the strict four main principles that underpin COVID-19 safe behaviours that are required for best practices ensuring we are following the requirements as outlined by Government & State authorities.

1. Physical Distancing
2. Hygiene and Biosecurity
3. Stay Home if Unwell
4. Contact Tracing

These will be further explained throughout the Handbook



Identify SCGA WHS COVID-19 Safety Coordinator

As part of the requirement for Work Health & Safety and following the guidelines set by The Australian Institute of Sport, SCGA will have a COVIDSafe Coordinator to help with operations and liaise with staff and members. Staff and Management will consult on a regular basis to identify and go through solutions to mitigate risks and will ask questions or report any concerns to Gymnastics NSW COVIDSafe Coordinator when needed.

SCGA - COVIDSafe Coordinator – Liz Medway Operational Team Manager & SCGA staff will contribute to maintaining and identifying risks.



Identify and manage risk, staff roles

As part of SCGA’s COVID-19 WHS plan, we will be requiring all staff to undergo COVID-19 training and will complete the following courses prior to start of operations.

1. Australian Government – Infection Control Training COVID-19
2. COVIDSafe Sport – Coaches & Officials – Gymnastics Australia
3. GYMNSW Club COVID-19 Induction



"How We Limit the Spread"

Physical Distancing - Hygiene and Biosecurity comprehensive protocols for all.



Health Check for All Participants (Staff, Parents, Members)

Confirmation of health status and travel history will be taken prior to entering the facility. Should symptoms present during class time, the individual will be isolated and sent home.

Upon entry everyone will have their temperature checked and if 37.8 degrees or higher will be sent home.



Entry and Exit Protocol

We have created a drop off - pick up and waiting area outside of the building with clear physical distancing (1.5 metres) marked. Members can choose to wait in their car or the marked waiting area. A SCGA staff member will indicate when to enter the building.

We have one door that will be open for ENTRANCE ONLY (main door) and everyone will EXIT ONLY through the roller door area.

There will be hand sanitising stations throughout the facility including the Entrance and Exit. Everyone entering and exiting the facility will be required to sanitise their hands.



In – Facility Health and Safety Protocols

There will be no access to the viewing room for parents of the afternoon classes (only 1 parent/carer per member during Kindergym classes allowed in waiting room).

Members will need to arrive dressed and ready for classes and need to wear easy to remove footwear (such as slides) for wearing to bathroom.

Each member will need to **bring their own water bottle** (SCGA will not be given out cups of water), water bottles will be given to anyone without water who requires it and a charge of \$2 will be applied to accounts.

Each member is to bring their own personal belongings and not share with others.

Assigned seating, social distancing areas will be clearly marked on the floors, walkways and at apparatus for members to follow. Posters, signs will be used throughout the facility to enhance physical distancing. Members will keep their belongings in their locker or designated area.



"How We Limit the Spread"

Hand sanitise stations will be placed throughout the facility at apparatus, and entry into the gym area. Posters will be displayed supporting the correct use of how to sanitise hands.

Gymnasium bathrooms will be restricted for members to use and handwashing signage will be displayed at basins.

Staff will safely guide members to their lesson area and at the end of the lesson; staff will guide members safely to their parents in the Drop off Zone

Our staff will be limiting contact between athletes and/or between athletes and coaches wherever possible including avoiding any assisted stretching. Our coaches are still likely to engage in appropriate spotting as a necessary aspect for safe skill development, however, should be developing habits of short contact periods, or, avoiding contact if unnecessary. We will be following distancing protocols no high fives or hugs or handshakes.

We will be staggering and modifying training times to minimise numbers and reduce contact. We will have 1 group of participants and their coach/es; these groups will be kept the same throughout the term and separated within the gym.

Identify restricted areas and ensure the number permitted in all areas of the office- bathrooms-kitchen gym & waiting area are upheld

Avoid personal contact by arranging pre-registration for classes by promoting the increased use of email, online registration rather than face to face administration registration.

Emergency exit will be via the ramp if needed



Enhanced Cleaning Standards and Procedures

We have done a deep clean of the entire facility including emptying the pits, replacing the carpeted area inside the entry, hallway and viewing area and we have pressure cleaned the carpark and redesigned the layout.

All equipment, apparatus, flooring has been cleaned and disinfected along with bathrooms, walls and surfaces.

Enhanced cleaning and disinfecting of surfaces in the facility will be done at regular intervals. We use hospital-grade disinfectant as recommended by The Australian Department of Health.



“How We Limit the Spread”

Stay Home If Unwell – Contact Tracing comprehensive protocols for all.



Stay Home If Unwell

Public health authorities advise all people to stay at home if they are unwell or display any symptoms of COVID-19 infection. People are advised to seek medical advice and testing for COVID-19 if they suspect they have the infection. All employees, members and families must not attend our venue if they have any symptoms of COVID 19

Stay at Home if unwell posters will be displayed throughout the venue and the message will be reiterated via staff, through SCGA’s social media, website, and client data base.

Employees, members, families must not attend our venue if they have returned from overseas within 14 days.

If anyone attending are noted to be unwell at our venue with symptoms of COVID-19, they will be isolated, organised to immediately leave our venue and advised to seek medical advice.

Employees, members, families who are feeling unwell are to contact Operational Team Manager & SCGA’s COVID-19 coordinator Liz Medway via email or phone of their absence.

We have put many protocols and procedures in place for everyone’s wellbeing however, we recommend that people classified as vulnerable according to National Governments guidelines, do not enter SCGA for their personal safety:

1. Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic medical conditions.
2. People 65 years and older with one or more chronic medical conditions.
3. People 70 years and older
4. People with compromised immune systems



Contact Tracing

Although the majority of suspected cases of COVID-19 are likely to be negative, if you have been tested for COVID-19 you must self-isolate until you receive results from health authorities which may take up to 5 days.

If a member of the team, an athlete or family tests positive for COVID-19 we will be contacted by public health authorities who will advise us of the steps required to manage the workplace. We will put into place the SCGA Suspected or Confirmed COVID-19 Action Plan.

SCGA will maintain an accurate and up to date register of all people who have attended our facility. This will include contact details to enable timely contact in the event of exposure to COVID-19 and will be stored under our Privacy Policy.

We recommend the downloading of the COVIDSafe App for everyone.





TERM 3 Timetable

Term 3 2020						
Classes	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nappy Chasers		wait list		9:30 - 10:15		
Toddler Pacers	9:30 - 10:15		9:30 - 10:15		9:30 - 10:15	
Preschool Racers	10:30 - 11:30	wait list	10:30 - 11:30	10:30 - 11:30	10:30 - 11:30	
Mini Stars	11:45 - 1:15				11:45 - 1:15	8:30 - 10:00
Junior Rec	3:30 - 4:30	3:30 - 4:30		3:30 - 4:30		10:00 - 11:00
Mini Ninjas			3:45 - 4:45		4:30 - 5:30	
Intermediate Boys Rec	wait list	4:30 - 5:30				
Intermediate Girls Rec	4:30 - 5:30	4:30 - 5:30	wait list	4:30 - 5:30	4:30 - 5:30	
Intermediate Girls Rec	wait list	wait list		wait list		
Senior Girls Rec	5:30 - 7:00		5:30 - 7:00		5:30 - 7:00	
Intermediate Free G	4:45 - 6:15		4:45 - 6:15	4:45 - 6:15		
Intermediate Free G	wait list		wait list			
Advanced Free G				6:15 - 7:45		
Tumbling		wait list		5:30 - 7:00	5:30 - 7:00	
TeamGym Junior			4:30 - 6:30			
TeamGym Senior	6:30 - 8:30		6:30 - 8:30		6:30 - 8:30	
Adult Classes	5:30 - 6:30			11:45 - 12:45 7:00 - 8:00pm		
WAG Yellow Squad		3:45 - 5:45			3:45 - 5:45	8:00 - 10:00
WAG Green Squad		4:00 - 6:30		4:00 - 6:30	4:00 - 6:30	8:00 - 10:30
WAG Red Squad		4:00 - 6:30		4:00 - 6:30	4:00 - 6:30	8:00 - 10:30
WAG Blue Squad	4:15 - 7:45		4:15 - 7:45	4:15 - 7:45		8:00 - 11:30
MAG Yellow Squad	4:00 - 6:00		4:00 - 6:00		4:00 - 6:00	
MAG Green Squad	3:45 - 6:45		3:45 - 6:45		3:45 - 6:45	
MAG Green Squad	3:45 - 6:45		3:45 - 6:45		3:45 - 6:45	
Key						
Class Available		Class may become available on request (depending on numbers)			Class Full	





Fees

SCGA fees will be determined as below:

Term Fees and Monthly Instalments.

Schedule of Fees

Per 10 Week Term	Cost	Monthly Instalments	Costs
45 min	\$130	4 hours	\$175
1 hour	\$160	6 hours	\$210
1.5 hours	\$235	7 hours	\$230
2 hours	\$280	8 hours	\$250
3 hours	\$400	9 hours	\$260
4 hours	\$420	10 hours	\$270
		12 hours	\$290
Registration (insurance)	Per Year \$75 Recreation	Registration (insurance)	Per Year \$150 Competitive

Payment Options

Payment may be made by:

- Cash
- Cheque
- Card
- Direct Deposit

Parents can pay direct deposit to South Coast

Gymnastics Academy

Name: SCGC PTY LTD

BSB: 012-501

Account Number: 492297014

Email admin@scga.com.au

Refunds (Fees)

Refunds for lost training sessions through injury, missed training sessions and/or holidays are not given. In an extreme case, some rebates can be given if applied for in writing to the program, such situations include serious injury or illness. All applications for refunds should be made by contacting the SCGA Program Manager.

Resources

This Parent Handbook is based on, and accepts

The AIS [Framework for Rebooting Sport in a COVID-19 Environment](#) (**AIS Framework**)

The [National Principles for the Resumption of Sport and Recreation Activities](#) (**National Principles**).

Federal and State Health Authorities - Safe Work Australia - Gymnastics Australia - Gymnastics NSW-Rebooting Gymnastics Plan



Term 3 Fees Parent Acceptance

Your participation into SCGA programs means you agree to the terms and requirements listed in the above SCGA Parent Handbook.

Parent ACCEPTENCE FORM

I would like to enrol into (Please place class & time)

Childs Name:

DOB:

School Year:

Parents Name:

Contact number:

Email address:

Home mailing address:

Medical details (if known):

Parent Signature:

