

## TERM INFORMATION TERM 3, 2022

Welcome to a new term at Christchurch School of Gymnastics.  
Did you know that gymnastics is the basis of all sport? Strength, balance, power, flexibility, speed – we have it all!

| <u>TERM 3, 2022</u>      | <u>Start Date</u> | <u>Finish Date</u> | <u>No Classes</u> | <u>No of weeks</u> |
|--------------------------|-------------------|--------------------|-------------------|--------------------|
| <b>Monday Classes</b>    | July 25           | Sept 26            |                   | 10                 |
| <b>Tuesday Classes</b>   | July 26           | Sept 27            |                   | 10                 |
| <b>Wednesday Classes</b> | July 27           | Sept 28            |                   | 10                 |
| <b>Thursday Classes</b>  | July 28           | Sept 29            |                   | 10                 |
| <b>Friday Classes</b>    | July 29           | Sept 30            |                   | 10                 |
| <b>Saturday Classes</b>  | July 30           | Oct 1              |                   | 10                 |
| <b>Sunday Classes</b>    | July 31           | Oct 2              |                   | 10                 |

**\*PLEASE KEEP THESE TERM DATES FOR YOUR FUTURE REFERENCE\***

Class dates and times can also be viewed via your parent portal

## TERM FEES

Your term fee includes GST and the GNZ Affiliation fee (between \$5-\$9). Term fees are non-refundable, except if notification is given at least 3 working days prior to the start of the first class – refunds attract a \$15 administration fee. **Fees are due as per invoice, and must be paid in full before the start of term.** Your payment confirms your place in the class. If we do not receive any payment from you, your child will not be able to participate. There are no refunds for missed classes.

## RE- ENROLMENT

**Re-enrolments for Term 4 open for current members from September 19th.** This is all done via your parent portal. Enrolments will open to new members from September 26th. Priority enrolment does not guarantee you a place in the same class. Current members can choose to move classes if they wish. This means places are allocated on a first come, first serve basis. Please contact our admin team if you have any issues with re-enrolling or using your parent portal. You **MUST** re-enrol to secure your place, we do not reserve places, or automatically roll over our term classes (*Except Regional Competitive and Excel*).

## INTERNET BANKING

Christchurch School of Gymnastics / Westpac / 03 1591 0125730 00. Please add your invoice number in the format "FM-1234" as a reference. Fees can also now be paid easily via credit card through your parent portal, but please note there is a small charge for processing payments this way. Please be aware it can take up to 48 hours to process online payments.

## PARENT PORTAL

As members, you have access to an online portal where you can see the classes you are enrolled into, enrol into new classes, see your account history and make changes to your contact details. There is also an "email" tab that shows you all the past emails we have sent to you via Friendly Manager, this is great to go back and check on newsletters etc. You should have been instructed to create your portal login on enrolment, and you can login **here**. If you're having trouble with this, please get in touch with our admin team.

## WHEN YOU ARRIVE

Please note mask wearing for visitors and gymnasts aged 12 years + is mandatory in the building, when not participating in gymnastics.

- 1-** Please follow the instructions of our staff who will direct you to sign in for your class.
- 2-** Children and caregivers will be directed upstairs to wait by the allocated door. (Children must NOT be left unattended at this point)  
Door B - Trampoline, Tumbling and Ninja classes, Build for Boys, Regional Competitive  
Door A - Preschool, Junior Gymnastics, Advanced Junior Gymnastics
- 3-** Coaches will collect gymnasts from door A or B and take them to the gym floor to be sorted into their groups.
- 4-** If caregivers wish to leave they can do so, only once classes have started.
- 5-** When classes end ALL children will be sent back upstairs to be collected. Caregivers need to be upstairs, ready to collect their children before the end of the class.
- 6-** Pre-School children in a parented class require at least one caregiver with them on the floor during class.

**We ask parents and caregivers to supervise their children before and after classes. Please do not leave children unattended outside of class times.**

## PARKING

We are fortunate to have a modern, safe and well lit carpark for our members to use. This is a shared carpark, so please note that it can become full at busy times. There is alternative parking at the pool or adjacent to the football field (follow the road past our old building - Lion Foundation Stadium).

## WHAT TO WEAR

Please wear a leotard, and/or shorts/leggings and a t-shirt to all classes. Clothing must be snug fitting but flexible (jeans are not appropriate). No skirts, belts, buckles, zippers or anything that will catch on the gymnast, the coach, or the equipment. Gymnasts participate in bare feet and trampolinists must wear white socks. Long hair needs to be tied back. Please wear shoes (preferably slides) to and from the gym - bare feet brings in dirt which damages our equipment. The extremely popular GYMNAST and TRAMPOLINE shorts are available from reception - \$35 a pair. Leotards are also available from reception at various prices. Underwear must always be worn beneath leotards.

## COMMUNICATION

**Email** - Our primary form of contact is via e-mail. Please check your spam and junk boxes and add [mailer@friendlymanager.com](mailto:mailer@friendlymanager.com) to your safe senders list so as not to miss any important information.

**Club App** - Christchurch School of Gymnastics has an app! We use this tool to help keep parents fully informed and up to date with important events. Contacts, events, alerts, news and reporting absence are just some of the features this app has. We use this app to get important information to you quickly. Please download "ClubAppsNZ" now for free from [Google Play](#) or the [App Store](#) and remember to subscribe to the relevant alerts. If you already have the older "Christchurch School of Gymnastics" (CSG) app it will need updating/transferring to a new platform. Follow the prompts in the CSG app. Once completed you can delete the CSG app and keep the ClubappsNZ app.

**Website** - Please check our website [www.chchgymnastics.com](http://www.chchgymnastics.com). Here you can re-enrol for the new term, check out the timetable for all our classes and find the latest newsletter and other important information.

**Facebook & other Social Media-** "Like" and "follow" us on [Facebook](#) to receive regular updates. You can also follow us on Twitter or Instagram @ChchGymnastics.

**Newsletters** - Watch out for the Flipping Brilliant Club Newsletter released mid-term. This will keep you up to date on all news. It will be emailed out to all parents and hard copies will be available from the brochure carousel at reception.

## SKILLS ASSESSMENT

Gymnasts in our Junior Gymnastics and Advanced Junior Gymnastics classes will be assessed in week 7 of Term 1, 2 and 3 with our Skills Award Programme. This is designed to promote progression within our Junior Gymnastics classes through assessment in various skills and moving through stages 1-6. Once a stage has been completed and signed off on their skills card, gymnasts will be awarded a certificate, and badges for each stage are available for purchase at the front desk. Cost is \$8.50 per badge. Stages your gymnast has passed appear on your parent portal in the Awards section, as well as any skills that still need improvement on, in order to pass a stage. We expect everyone to progress through these stages at their own pace; there is no set timeframe to achieve a certain stage. If you have any questions regarding the Skills Awards Programme, or would like to opt out, please contact Marie Lakin at [marie.lakin@chchgymnastics.co.nz](mailto:marie.lakin@chchgymnastics.co.nz)

## BADGE TESTING

All Trampoline classes will be eligible for trampoline badge testing. Badges start with basic skills at Red and Blue badge and work up to front and back somersaults at Green and Yellow badge; and onto complex skills and combinations (Purple, Black, Orange, Brown & White). Badge Testing happens every term between week 6-8. Badges for each stage are available for purchase at the front desk. Cost is \$8.50 per badge.

## FACILITIES

**Changing Rooms** – Changing rooms with showers and toilets for gymnasts can be found downstairs. These can be used by all our members. Please do not leave any valuables in the changing rooms.

**Toilets** – Participants can access toilets from the gym floor. Toilets are also available upstairs for spectators.

**Baby Change Table** – There are baby change facilities downstairs in the public wheelchair accessible toilet. Please take soiled nappies away with you.

**Wi-Fi** - You are welcome to use our free wi-fi: **USER NAME:** csgguest **PASSWORD:** flippingbrilliant

## LOST PROPERTY

Please make sure all of your child's belongings are named with first and last name. We collect lost property and keep it for **1 month**, after that we may dispose of, donate, or recycle unclaimed items.

## PHOTOGRAPHY

We would prefer spectators not to take photos or videos in our venue but if you chose to do so, please respect the privacy of other members and only photograph your own child. We thank you for your understanding.

## CCTV

For the safety and security of our building, its visitors and staff we operate CCTV throughout the venue. Cameras do not cover the changing rooms, so please do not leave valuables unattended in these areas.

## CONCERNS

We hope that you have a great experience here at CSG, but if you do have any concerns or feedback for us you are welcome to come and speak to our admin team. The full concerns procedure brochure can also be found at reception. If you don't think your concern has been resolved and you would like to make a formal complaint - Please fill in our **anonymous contact form**.

If you have concerns for the safety or wellbeing of your child or any member here, you can reach out to our Child & Member Advocate, Kendra Street by emailing [kendra.street@chchgymnastics.co.nz](mailto:kendra.street@chchgymnastics.co.nz) Kendra will work discretely and professionally to investigate your concerns.

## OFFICE HOURS

**Monday** 9:00am-5:30pm

**Tuesday** 9:00am-5:30pm

**Wednesday** 9:00am-5:30pm

**Thursday** 9:00am-5:30pm

**Friday** 9:00am-5:30pm

**Saturday** 8:30am-12:30pm

**Sunday** 4:00pm-8:00pm

## CONTACT US

Christchurch School of Gymnastics  
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