



POLICY DOCUMENT

By way of affiliation, Knox Gymnastics is required to accept, comply and adhere with the policies of Gymnastics Australia and Gymnastics Victoria

CLUB CHOREOGRAPHY POLICY

Approval Date	Next Review	Author/Modifier
7/12/2023	1/12/2024	Jo Salter- Administration Manager

Policy Purpose and Scope

To outline the policy to WAG and GymStar members to utilise the services of either Knox Gymnastic Coaches or specialist service to choreograph a floor and beam routine. To be utilised for ALL WAG and GymStar Members of Knox Gymnastics Club Inc.

Terms and Conditions;

If a gymnast/family requests to be given a floor routine that is out of the nature of the class, or if the coach is unable to fulfil this requirement within the normal class time, the following procedures must be followed.

- Communication must be made by the gymnast/family directly to the administration team requesting that a routine is required as well as consultation via the Management Team and relevant Team Leaders and Coaching team.

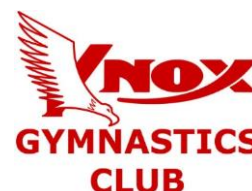
For the purpose of this policy preferred specialists include:

- Knox Gymnastics coaches who choreograph an individual floor routine for Level 7 and above outside of normal coaching times, the fee will be \$160 charged to the gymnast. The club will then pay the coach on completion of training time. NO payment to be made from family to coach!
- Knox Gymnastics coaches who choreograph a group floor routine for GS Level 4-6 outside of normal coaching times, the fee will be as per fee schedule. (This may be divided between 2 coaches if required). This fee has already been included in the gymnast's annual club membership fee. NO payment to be made from family to coach!

4 Mossfield Avenue, FERNTREE GULLY, VIC, 3156 | 291 George Street, WANTIRNA SOUTH, VIC, 3512
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ABN: 64043843155 | Incorporated Registration: **A0002292K**





- Independent External Supplier – current company
Hayley Quick Choreography \$POA
Tarsha Gauld (gymnast parent) \$POA
- The office will confirm an agreed date and time, the charge will be added to your account. This must be paid prior to the routine day.
- Payment must only be made to the office either via customer portal, direct deposit, credit card or cash. No cash or payments are to be made directly to the specialist.
- To assist with the rehearsal, it is highly recommended that someone video record the routine whilst being taught so that you can continue to learn each step after the session.
- The routine payment will not replace any payment plans that have been agreed and are in place.
- Payment plans, competition and uniform charges must be up to date before a session can be organised.
- Make-up tokens cannot be used as credits towards Choreography fees.

WAG – Senior Level ALP 7-10 (Individual routines)

- One session of no more than 3 hours will be allocated for the floor routine rehearsal. If more time is required, this will be communicated and charged accordingly.
- Prior to the music being cut you must have approval from your coach that the music is appropriate and suitable.
- The music of choice must be already chosen and cut to the required time. Please speak to the program leader for the minimum and maximum time allowed.
- Beam routine – choreography from floor routine used. Input from coach and gymnast during training.

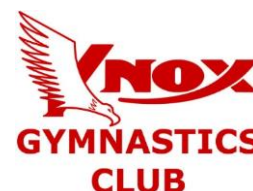
WAG – Compulsory Routines ALP 3-6

- Gymnastics Australia provides compulsory, set routines for these levels.
- Coach is allocated pre-set paid hours to learn routines outside of their standard coaching hours for each level. Floor routine – 2hours; Beam routine – 1 hour. Routines are taught as part of normal class session.

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Gymstar – Senior Levels 7-10 (Individual routines)

- One session of no more than 3 hours will be allocated for the floor routine rehearsal. If more time is required, this will be communicated and charged accordingly.
- Prior to the music being cut you must have approval from your coach that the music is appropriate and suitable
- The music of choice must be already chosen and cut to the required time. Please speak to the program leader for the minimum and maximum time allowed.

Gymstar – Junior Levels 4-6 (same routine for all levels)

- Coach is allocated pre-set paid hours to learn routines outside of their standard coaching hours for each level. Floor routine – 2hours. Routines are taught as part of normal class session.

Gymstar – Junior Levels 3 and below

- Gymstar program lead coach to choreograph routine. No payment as this has been included in staff admin time.

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