



**Participation Agreement
Sparta Gymnastics**

Welcome to Sparta Gymnastics!

This document outlines essential information regarding your child's enrolment and participation at our facility. Please review this agreement thoroughly, as it encompasses key guidelines and policies for seamless participation.

Any updates will be communicated via email, and your continued participation signifies acceptance of any revised terms.

Enrollment Information

At Sparta Gymnastics, class enrolment secures your child's ongoing participation.

We operate year-round, offering continuous learning opportunities across 50 weeks.

- During school holidays: We run regular classes as per schedule (excluding Victorian Public Holidays).
- Annual break: A scheduled 2-week closure occurs during the Christmas and New Year period.

New enrolments are accepted year-round, with one free trial per person available.

Following a trial class, enrolment confirmation is required within 3 days to secure your place.

Failure to confirm will result in the release of the spot.



Enrolment Agreement

Your enrolment at Sparta Gymnastics signifies your acknowledgment and acceptance of the policies outlined on our website, under your account, and in this information handbook.

By participating in our programs, you agree to adhere to the guidelines, terms, and conditions detailed herein.

This comprehensive policy information handbook serves as a binding agreement between you (as the participant or guardian) and Sparta Gymnastics. Your continued participation in our programs indicates your understanding and compliance with the policies set forth in this document.

Should you have any questions or require further clarification regarding any aspect of this handbook, please do not hesitate to contact our customer service team. We are committed to ensuring your complete understanding and satisfaction with our policies and procedures.

Thank you for entrusting Sparta Gymnastics with your participation. We are dedicated to providing a positive and rewarding experience for you and your child throughout your gymnastics journey.



Cancellation Policy

To discontinue enrolment, a written request must be emailed to admin@spartagymnastics.com.au, allowing 2 weeks (14 days) notice to end enrolment and cancel direct debit.

Attendance during the notice period is welcomed.

Any unused tuition fees at the time of cancellation may be:

- refunded, or
- held as credit for family members.

However, unused make-up tokens are forfeited upon the termination of enrolment.

Public Holidays

Sparta Gymnastics does not operate on Victorian Public Holidays.

No charges apply for classes that fall on public holidays; therefore, no make-up classes are required.

Classes run as usual on surrounding days.

Billing and Payment

We bill monthly on the 25th for the following month via emailed statements.

Payment is due on the 1st and processed through direct debit, calculated based on the actual class days in the month.

Billing adjustments are applied automatically for:

- cancelled scheduled classes
- classes we are unable to deliver

ensuring fair and accurate charges.

If you prefer not to set up direct debit, 3 months' payment in advance is required.



RESILIENT FUTURE

Payment Method



Enrolment completion requires credit/debit card or bank account details to be entered through the Customer Portal.

Automatic debits occur on the due date.

- A \$10 fee applies to each failed transaction.
- Unpaid incurred costs will be charged to the account if not settled by the due date.

Click [HERE](#) to see how to set up Direct Debit.

If you prefer not to pay via direct debit, a 3-month advance payment will be required.

Other payment methods are also accepted.

Discounts and NDIS Funding

- A 10% sibling and multiple-class discount is available (excluding the Squad program).
- NDIS funding can cover tuition.
- We accommodate varied payment terms upon request.

Enrolment Pause

At Sparta Gymnastics, we understand that circumstances may arise that require a temporary break from classes.

To accommodate such situations, we offer the option of an enrolment pause with the following guidelines:



Enrolment Pause Policy:

Duration:

Each member is entitled to two weeks of enrolment pause annually, which may be used as:

- one two-week block, or
- two separate one-week pauses.

Notice Period:

To request an enrolment pause, a minimum of seven days' written notice is required before the intended pause period begins.

Utilisation:

The enrolment pause credit will be applied to your account for the requested pause duration.

This credit can be redeemed upon resuming classes.

Post-Pause Return:

- Enrolment pauses cannot be requested retroactively—after the absence **has** already occurred.
- Upon returning from the pause period, regular classes may be **resumed** based on availability.



Process:

Please notify us via email at admin@spartagymnastics.com.au with your request for an enrolment pause, specifying:

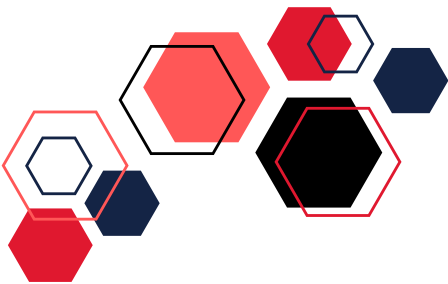
- the intended duration, and
- the starting date of the pause period.

We aim to accommodate reasonable requests for enrolment pauses, providing flexibility to our participants while ensuring a smooth return to classes after the pause period.

Extended Absences

We understand that there may be instances where participants need to take an extended break from attending classes.

Our guidelines for extended absences are as follows:



Absence Management:

[Tuition and Attendance:](#)

Tuition fees secure a participant's place in the class regardless of attendance.

In the case of an extended absence, please inform us in advance to discuss available options.

[Enrolment Hold:](#)

If retaining the spot in the class is not feasible during the absence, participants may:

- continue paying tuition fees to hold their space, or
- utilise our make-up class policy to cover missed sessions upon return.

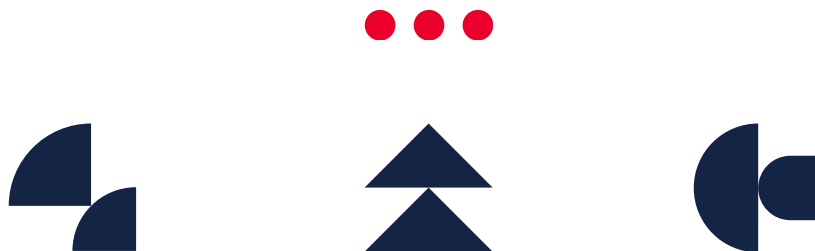
[Waiting List Priority:](#)

Participants on an extended absence may request to be placed at the top of the waiting list for their class upon their intended return, helping to ensure a higher chance of rejoining the same class.

[Alternative Options - Process:](#)

Please contact our customer service team to discuss your extended absence plans.

This allows us to provide suitable options and manage your enrolment effectively.



We aim to accommodate extended absence requests by offering options that balance participant needs and class availability, ensuring a smooth transition upon return to classes at Sparta Gymnastics.

> Unlimited Make-ups

At Sparta Gymnastics, we understand that unforeseen circumstances may occasionally prevent participants from attending their scheduled classes.

To accommodate such situations, we offer the flexibility of unlimited make-up classes, under the following guidelines:

> Make-up Class Policy:

To receive a make-up token, notice must be provided at least 2 hours before class via our customer portal or app before absence. Notifications of absence via phone or email are not accepted.

Missed Class Token:

When a participant misses a class:

A make-up token will be generated on their account after the class.

Participants are entitled to unlimited make-up classes, subject to class availability and within the designated time frame.

Unlimited Make-ups: Participants are entitled to unlimited make-up classes for missed sessions, subject to class availability and within the designated time frame.

Token Validity:

- Make-up tokens do not hold monetary value and cannot be exchanged for credit.
- Tokens expire 365 days after issuance.
- Tokens are non-transferable.
- Make-up tokens are forfeited upon discontinuing enrolment.
- A make-up class cannot be rescheduled if missed.
- Make-up lessons cannot be exchanged for cash, credit, or other benefits and are only available to current clients.

> Booking a Make-up:

Advance Booking: Make-up classes must be scheduled in advance through the Customer Portal or by contacting our customer service team.

Booking is subject to available class spaces. Click [HERE](#) to see how to book your Make-up class.

> Notifying an Absence:

Absence Notification: To ensure availability for make-up classes, please notify us at least 2 hours before class via the Customer Portal if you know you will be unable to attend.

Make-up will not be granted if notice is given outside the 2-hour timeframe.

We strive to provide flexibility through our unlimited make-up class policy, allowing participants to make the most of their membership by providing opportunities to catch up on missed classes within the specified timeframe.





Waitlists :

At Sparta Gymnastics, we understand the importance of securing class placements.

Our waitlist policy is designed to ensure fair and organised enrolment for all participants:

Waitlist Procedures:

- **Request to Join:** If a class is at full capacity, interested participants may request to join the waitlist through:
 - our customer service team, or
 - the Customer Portal.
- **Notification of Availability:** When a spot becomes available in a waitlisted class, we will notify individuals on the waitlist via:
 - phone call
 - email
 - text message
- **Priority Placement:** The waitlist operates on a first-come, first-served basis.
 - The date of joining the waitlist determines your position.
 - Participants who return from extended absences will be placed at the top of the waitlist for their class.
- **Siblings on Waitlist:** In cases where siblings are on the waitlist for the same class, individual placements will be offered as they become available.
- We cannot reserve multiple spots while waiting for simultaneous openings.





Retaining Waitlist Status:

- **Confirmation Required:** If you wish to remain on the waitlist for a class, please respond to the notification email within 24 hours. Failure to respond will result in removal from the waitlist.
- **Communication of Intent:** If you choose not to accept an offered class placement, please inform us via email. This allows you to maintain your position on the waitlist for future openings.

Waiting List Management:

- **Waitlist Update:** We regularly update the waitlist to ensure accuracy and fair placement. Participants are encouraged to communicate any changes in their enrolment status promptly.

We aim to manage our waitlists efficiently, offering fair opportunities for enrolment while maintaining open communication to ensure an organised and streamlined process for class placements at Sparta Gymnastics.



Privacy & Data Collection

At Sparta Gymnastics, we are committed to safeguarding your personal information and maintaining your privacy.

Our privacy and data collection policy is outlined as follows:

Information Handling:

Secure Information:

Your personal information is securely stored and managed in accordance with industry standards and regulations. We utilise iClassPro, a trusted class management software, to manage our customer database.

Payment Processing:

Payments are processed through Payrix Australia Pty Ltd, an authorised Direct Debit processor with a high level of compliance with Payment Card Industry Data Security Standards (PCI DSS).

Data Usage:

Regulating Bodies: Certain information, as required by governing bodies like Gymnastics Australia and Gymnastics Victoria, may be communicated in accordance with their privacy policies and regulations.

Third-Party Solicitation: We assure you that your information will not be shared with third parties for the promotion of goods or services.

Customer Portal:

You can access your statements, payment history, and personal details through our secure Customer Portal.

Statements and payment history are downloadable for your reference.



Heat Policy:

To ensure the safety and comfort of our athletes, Sparta Gymnastics has implemented the following Heat Policy:

Temperature Threshold: If the gym temperature reaches 38 degrees Celsius at 2 p.m., families will be promptly notified via email or text message.

Class Cancellation: If this temperature threshold is met, classes will be cancelled and credited to ensure the well-being of our athletes.

However, if a cool change is forecasted in the evening, this policy may be adjusted accordingly.



The safety of our athletes is our top priority, and we appreciate your understanding of this policy.

Access and Transparency:

Customer Portal: Access your statements, payment history, and personal details through our secure Customer Portal. Statements and payment history are downloadable for your reference.

Medical Agreement and Allergies:

- **Medical Information:** Any medical, physical, or behavioural conditions impacting participation should be disclosed to our coaches so we can provide appropriate support and assistance. Allergy and asthma management plans should be updated annually for participant safety.

Photo and Video Policy:

- **Publication Consent:** Group and individual photos or videos may be used for promotional and training material. By participating, you consent to the use of unnamed images for these purposes. Parents and guardians are asked to respect the privacy of others when taking personal photos or videos.

We prioritise the security and confidentiality of your information, maintaining transparent policies and secure handling practices at Sparta Gymnastics.

If you have concerns regarding the use of photographs or videos featuring your child, please contact us at admin@spartagymnastics.com.au.

We will ensure your preferences regarding the use of your child's images are respected.



Parking, Drop-off & Collection:

At Sparta Gymnastics, we prioritise the safety and convenience of all participants and their families.

Please adhere to the following guidelines:

- **Parking:** We recognise that parking can be limited, especially during peak times.
For the safety of everyone, please avoid parking in neighbouring areas.
Please follow any parking instructions and be mindful of designated parking zones.

Drop-off & Collection Procedures:

- **Under 9 Years:** Parents/guardians must park and accompany their child into the centre.
Children should not leave without the presence of a parent/guardian.
- **Ages 9-12:** Parents/guardians may drop off and pick up from the car, but they must ensure visibility of the child entering and leaving the centre.
Children should not depart until they visually confirm the presence of their parent/guardian.
- **Over 12 Years:** Older children may use public transport or independent modes of transportation.
A text to the parent/guardian upon arrival is encouraged.
After dark, children should:
 - wait until they confirm their parent/guardian's presence, and
 - avoid waiting on the street for collection.

Safety Note:

Please exercise extra caution in our parking areas.

Drivers may not always observe speed limits, and visibility might be limited.

Being vigilant helps ensure the safety of both you and your children.





Class Viewing

At Sparta Gymnastics, we value parental engagement and support. Parents/guardians are welcome to observe their child's progress during classes while adhering to the following guidelines:

Spectator Policy:

Due to space limitations and to maintain a focused learning environment: Spectators are allowed within capacity limits.

Gym Access:

Spectators are not permitted inside the gym space, except during designated parent participation classes, where parental involvement is encouraged.

Parental Presence:

For children aged 5 and above, parents/guardians are not required to remain on-site during classes. If needed, we will contact you during your child's session.

Communication:

If you have concerns or wish to discuss your child's progress, please reach out to our staff or schedule a meeting at a convenient time.

Parent-Side Coaching:

At Sparta Gymnastics, we encourage parental support in a way that aligns with the safety and learning environment we strive to create. While we value parental involvement, we ask that parents refrain from providing coaching or instructions to their child during class sessions for the following reasons:

Qualified Instruction:

Our coaches are trained to provide structured and progressive coaching tailored to each child's skill level and development. Their guidance ensures a cohesive and effective learning environment.

Distraction-Free Environment:

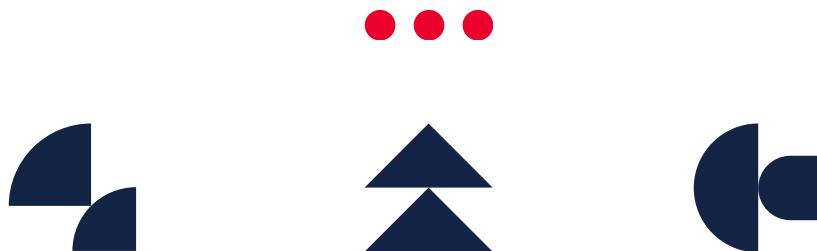
Direct coaching from multiple sources can:

- distract the gymnast,
- interfere with the coach's instructions, and
- impact the overall learning experience.

Parental Role:

Parents are encouraged to support their child's gymnastics journey positively through:

- encouragement,
- celebrating effort and progress, and
- communicating with coaches before or after class for questions or concerns.



Observation:

Parents are welcome to observe their child's progress during designated viewing periods while adhering to the class viewing policy.

We appreciate your understanding and collaboration in maintaining a conducive learning environment for all participants.

Contact During Class Time :

At Sparta Gymnastics, we understand the importance of effective communication.

To ensure the safety and smooth operation of classes, we have established the following guidelines:

Communication Channels:

Phone Availability: Phones may not always be attended during class times.

You may leave a message, and we will return your call as soon as possible.

Preferred Communication: Email and other electronic communication methods are available for non-urgent inquiries during class hours.

Contact Protocol:



Arrival Notifications: If you are running late for drop-off or collection and cannot get through to us, please do not worry.

A staff member will ensure your child's safety until their safe handover or collection.



Late Collection: If you are more than ten minutes late for pick-up, our staff will contact you to ensure everything is okay.

Please inform us if there are any unexpected delays.





Emergency Situations:

Urgent Matters: If there is an urgent matter or emergency during class time, please contact us immediately.

We will make every effort to respond promptly and assist accordingly.

We strive to ensure your child's safety and well-being at all times and appreciate your cooperation in following these communication guidelines during class hours.

What to Bring :

To ensure a comfortable and safe experience for your child during classes at Sparta Gymnastics, we recommend bringing the following items:

Appropriate Attire: Participants should wear comfortable clothing suitable for movement.

Avoid clothing that may hinder movement, especially when performing gymnastics skills. Leotards, t-shirts, and athletic wear are recommended.

Footwear: Bare feet are typically worn in the gym for all classes.

Water Bottle: Please provide a labelled water bottle for your child to stay hydrated throughout the class.

Personal Items: Limit personal items brought to the gym.

If necessary, ensure all items are clearly labelled to avoid misplacement.

Gymnastics Gear: If your child uses personal gymnastics gear (such as grips or chalk), they are welcome to bring it along.

Extreme Weather Policy at Sparta Gymnastics :

Closure Criteria: If the temperature reaches 38 degrees Celsius at 2 p.m. according to the Bureau of Meteorology (BOM) website, we reserve the right to close the facility for the safety of participants and staff. However, if a cool change is anticipated in the evening, this closure may be reconsidered.

Closure Protocol: If closure occurs due to temperature:

- Affected classes will be credited
- No make-up classes will be required for these instances





Lost Property & Valuables :

At Sparta Gymnastics, the safety of personal belongings is important. Please take note of the following guidelines regarding lost property and valuables:

Valuables Disclaimer: We strongly advise against bringing valuable items to Sparta Gymnastics, as we cannot assume responsibility for any lost, missing, or stolen belongings.

If your child arrives from school and cannot leave valuables at home, please contact your child's coach or our customer service team. They will assist in finding a secure place for these items.

Lost Property Handling: Any personal items left on the premises will be placed in our lost property section.

- Unclaimed items will be discarded or donated monthly.
- If you realise you have left something behind, please notify us via email immediately.

We will endeavour to set it aside for your retrieval.



Registration and Insurance with Gymnastics Australia:



At Sparta Gymnastics, an annual registration and insurance fee (\$100 for Recreational and Kindergym programs) is processed on behalf of participants to enrol them as members of Gymnastics Australia and Gymnastics Victoria.

This fee must be paid in January each year.

This registration ensures that you are engaged with an affiliated club adhering to rigorous standards of qualification and compliance.

Insurance Coverage

Through this membership, all registered participants receive coverage under Marsh Pty Ltd (Marsh) for personal injury.

Detailed policy documents outlining coverage specifics can be accessed on the Marsh Pty Ltd (Marsh) website.

This insurance coverage provides participants with added security and protection, ensuring comprehensive support in the unfortunate event of injury during activities at Sparta Gymnastics.



Coaches Qualifications

At Sparta Gymnastics, our coaching team is dedicated to upholding high standards of expertise and professionalism.

Please take note of our coaches' qualifications and ongoing training:

Accreditation

Our coaches are accredited through Gymnastics Australia's Coach Education Framework.

To maintain accreditation, each coach is required to undertake a minimum of 6 hours of recognised professional development annually.

This continuous learning includes areas such as:

- class management
- skill progressions
- leadership
- inclusion training

Certifications

All staff members:

- hold current Working With Children Checks
- undergo annual child safety training

There is always a qualified First Aid provider present on-site, ensuring immediate assistance if needed.

Curriculum Development

Sparta Gymnastics prides itself on a professionally developed, progressive curriculum across all programs.

Our highly experienced staff members:

- meticulously craft and annually update lesson plans
- ensure quality, safety, and relevance in our teaching methodologies

We are committed to maintaining a team of knowledgeable and skilled coaches dedicated to providing a safe, engaging, and educational environment for our participants at Sparta Gymnastics.





We've got a mobile app!

We are happy to announce that we now have a mobile application that makes it easier than ever for you to sign up for classes and camps, use makeups, check your student's attendance, view skills and more - all on-the-go!

To download the app, click the link below and use organization code: **SPARTA**

Never miss an announcement from us again by enabling push notifications! We are excited to integrate this application and hope that you enjoy this new on-the-go experience.



From Athlete to Mentor: Serge's Story

Serge Sharapayeu - Director / Head Coach

Serge Sharapayeu comes to you from Belarus, where his acrobatic journey began. He competed internationally as a member of Belarus's National Team before performing worldwide in professional circus companies.

He has been living in Australia for ten years.

Serge holds qualifications in Sports Science and Sports Injury Recovery, and is accredited through the International Gymnastics Federation (FIG) as both a coach and a judge for Australia in Acrobatics.

Serge is a former Coach of the Year award recipient in both Queensland and Victoria.

He has coached national-level athletes to international success, achieving multiple gold, silver, and bronze medals.

He has also contributed to the development of acrobatics in Australia through his involvement with:

- the Australian National Acro Commission
- the Victorian Judging Coordinator role

Serge is passionate about mentoring the next generation and inspiring young athletes to reach their full potential.





Thank You

Contact Information:

Sparta Gymnastics

Address: Unit 1, 65 Palladium cct, Clyde
North, Vic, 3978, Australia

Email:

admin@spartagymnastics.com.au

Website: www.spartagymnastics.com.au

Phone: 03 9012 2113

Booking System: Access our booking
system via our website or Customer
Portal for class reservations.

<https://aus.iclasspro.com/portal/sparta>