

Members Handbook

2020



NEWPORT CALISTHENICS CLUB
PO Box 4247 Hoppers Crossing VIC 3029

Table of Contents

WELCOME	1
WHAT IS CALISTHENICS?	1
ABOUT NEWPORT CALISTHENICS CLUB INC.	1
WHAT IS INVOLVED?	2
ITEMS PERFORMED;	2
EQUIPMENT	2
WHAT IS ACF?	3
WHAT IS CALISTHENICS VICTORIA?	3
NCC COMMITTEE	4
2020 NCC COMMITTEE MEMBERS	4
VOLUNTEERING	5
CLUB TROPHIES & AWARDS.....	5
PERPETUAL TROPHIES AND AWARDS.....	5
JUNIOR PREMIER GIRL.....	5
SENIOR PREMIER GIRL	5
SUE MAYNARD PERPETUAL TROPHY	5
CLUB GIRL.....	5
NCC CLUB RECOGNITION AWARDS.....	5
LIFE MEMBERSHIP	5
SERVICE AWARD	6
NCC COACHES, ASSISTANT & SECTION ADMINISTRATOR DIRECTORY	7
NCC COACHES.....	8
SECTION ASSISTANT / CADETS	8
ASSISTANTS / CADETS ROLES AND RESPONSIBILITIES	8
CADET.....	8
CLASS TIMES & LOCATIONS.....	9
ITEMS PERFORMED BY EACH SECTION IN 2020.....	9
ATTENDANCE.....	9
CRITERIA FOR ATTENDANCE AWARD	10
TEAM SELECTION POLICY	11
OUR COMMITMENT	11
WHAT WE WILL DO.....	11
CRITERIA FOR COACHES	11
CRITERIA FOR MEMBERS.....	11
WHAT TO BRING TO CLASS?.....	12
WHAT TO WEAR TO CLASS?	12
CLUB UNIFORM	12
2020 NCC MERCHANDISE.....	13
COSTUMES.....	14
PRACTISE MAKES PERFECT	14
STAGE REHEARSAL.....	14

COMPETITIONS	14
SOLO, DUO & GRACEFUL GIRL COMPETITIONS	16
NCC ANNUAL END OF YEAR CONCERT	16
NEWPORT CALISTHENICS CLUB - FEES POLICY	17
CALISTHENICS VICTORIA REGISTRATION FEE.....	17
NEWPORT CALISTHENICS CLUB MEMBER REGISTRATION FEE	17
OUT OF POCKET EXPENSES.....	17
MEMBER FEE INSTALMENT GUIDELINES	18
ITEMISED SECTION MEMBER FEE INSTALMENTS	18
PAYMENT OF ACCOUNT	20
METHODS OF PAYMENT	20
NEWPORT CALISTHENICS CLUB – FUNDRAISING POLICY	21
NCC 2020 FUNDRAISING EVENTS AND ACTIVITIES:.....	21
NCC CLUB PHOTO DAY	23
LOST PROPERTY	23
LEAVING THE CLUB	23
HEALTH AND SAFETY	23
ACF CALISTHENICS SKILLS PROGRAMME (PUPIL SKILLS)	23
COMPETITION ETIQUETTE	25
FOR COMPETITORS	25
FOR COACHES	25
COMMUNICATION, FEEDBACK & ISSUES	26
FEEDBACK AND SUGGESTIONS	26
GRIEVANCES	26
SOCIAL MEDIA POLICY	27
OUR COMMITMENT.....	27
WEBSITE	27
SMS & EMAIL	27
SOCIAL MEDIA SITES / PAGES.....	27
ELECTRONIC COMMUNICATION.....	28
EXPECTATIONS	28
NON-COMPLIANCE	28
CODES OF BEHAVIOUR	29
EXPECTED BEHAVIOURS	29
MEMBERS	29
EXPECTED BEHAVIOURS CONTINUED	30
PARENTS/GUARDIAN’S/FAMILIES.....	30
EXPECTED BEHAVIOURS CONTINUED	32
COACHES / ASSISTANT COACHES / CADETS.....	32
CONSEQUENCES FOR BREACHES OF EXPECTED BEHAVIOURS AND CODE OF CONDUCT	33
CLUB CONTACT INFORMATION	34

WELCOME

Newport Calisthenics Club (NCC) would like to welcome you and your family and hope you have an enjoyable and memorable time with our Club.

Calisthenics is a uniquely Australian team sport that involves dance, gymnastics, singing, marching and apparatus (clubs and rods) techniques. Our aim at NCC is to provide a safe, fun, inclusive environment where members can build their confidence, gain skills, improve fitness and make lasting friendships.

Our experienced and dedicated coaches and assistants are passionate about this sport and helping each team member to reach their full potential. They particularly love the excitement and energy of watching the teams perform together on stage.

Please read this handbook carefully as it contains important information for all Members of NCC. Don't hesitate to contact your Team Manager, Coach or the Committee should you have any further questions or wish to provide us with any feedback.

Calisthenics is a fun and rewarding team sport for all ages with a strong focus on deportment and presentation. Children from the ages of 3 years old and up enjoy and develop skills through the challenges offered, with the opportunity and excitement of performing on stage in front of an audience.

We look forward to getting to know all our new members and creating more memories with our existing members.

WHAT IS CALISTHENICS?

Calisthenics is a competitive team sport and is uniquely Australian. It encourages physical development, strength, flexibility and co-ordination through a combination of controlled exercises, gymnastics, dance, marching and the use of apparatus (clubs and rods). It also helps to develop discipline of mind and body, teamwork, confidence, a competitive spirit and a sense of commitment. Unlike gymnastics, calisthenics competitions are held in a theatre - participants perform routines choreographed to music, on stage, with lighting and costumes. Calisthenics is regarded as a team sport, but participants can also compete in solo and duo competitions.

ABOUT NEWPORT CALISTHENICS CLUB INC.

Newport Calisthenics Club was established in 1932 and operated out of Mason Street in Newport.

Newport has a strong participant base of over 70 families who attend the club, some across multiple generations. We are a competitive Club and each section attends approximately 4-5 competitions each year. We have teams in sections from Tinies through to Masters, along with several members who also choose to compete in Solo, Duo and Graceful competitions.

Calisthenics overall has grading's from Championship level through to Division 11. Sections at Newport Calisthenics Club vary, ranging from Division 2 through to Division 5.

Operating under the Newport Calisthenics Club Inc. Constitution and Rules, January 2019 the NCC Code of Conduct for all members, the Club is guided by the framework of the Australian Calisthenics Federation. These guidelines exist to ensure that everyone at the club has a clear understanding of their obligations and are aligned with NCC guidelines, whether they are a competing member, parent/guardian, volunteer or coach.

Our coaches are fully qualified, being Level 1 Coaches, meeting all requirements of the Victorian Calisthenics Coaches Association and Calisthenics Victoria. NCC's Coaches also hold Level 2 First Aid Certificates and Working with Children checks.

Our Club is a not-for-profit organisation run by a volunteer-based Committee which is made up of members of the Club.

WHAT IS INVOLVED?

Calisthenics is a combination of exercise, gymnastics, singing, ballet and modern dance.

Items Performed;

- **March** – marching to create complex patterning developing spatial awareness, core strength, rhythm, deportment.
- **Free Exercises** – a creative series of strength and flexibility movements developing core strength, flexibility, deportment
- **Rods** – manipulation of a metal rod with movement developing technical skills, hand-eye coordination, multi-tasking.
- **Clubs** – circular swings with wooden clubs developing fine motor skills, hand-eye coordination, multi-tasking, and rhythm.
- **Aesthetics** – graceful movements technically placed and interpreted developing musical appreciation, grace, poise, emotional expression.
- **Rhythmical Aesthetics** – graceful and elevated movements technically placed and interpreted developing rhythm, dance, expressive storytelling, leaps, leg extension for running and other sports.
- **Character Dance** – series of dance steps to tell a story developing rhythm, dance, storytelling, and acting.
- **Song with Action** – singing with movement and expression developing confidence, vocals, listening, communication, performance skills.
- **Song and Dance** – singing with dance and expression developing dance, vocals, stamina, breathing.
- **Dance Arrangement** – dance and interpretation developing spatial awareness, dance, elevation, expression, performance skills.
- **Calisthenics Revue** – a creative performance to tell a story developing performance skills, acting, creative expression, confidence.

Equipment

Equipment required for training and performances, such as:

- A rod
- A pair of clubs
- An aesthetics skirt

All equipment must be sized correctly for each member. Rods, clubs and a practise aesthetics skirt can be purchased through NCC by contacting your sections Team Manager.



WHAT IS ACF?



The Australian Calisthenics Federation (ACF) is the governing body of the sport of calisthenics in Australia. One of their main functions is to keep the standard and content of calisthenics consistent Australia-wide. This is especially necessary to allow all states to compete in national competitions which are held annually.

Website: <http://calisthenicsaustralia.org>

WHAT IS CALISTHENICS VICTORIA?



Calisthenics Victoria is the recognised State sporting association for calisthenics in Victoria.

They are a member-based organisation, governed by a voluntary Board who oversee the strategic direction of the organisation.

The Board is elected at the Annual General Meeting, and includes: President, Secretary, Director of Finance, Director of Competitions, Adjudicator Representative, Coach Representative and up to four General Members who meet monthly and make decisions relating to the future direction of the sport. Volunteer committees coordinate a number of areas including the State Championships, Competitions, Grading and our talented Coaches throughout Victoria.

Calisthenics Victoria has an office in Oakleigh, with a team of committed staff who manage the day to day administration of the sport, volunteers, committees, clubs, coaches, performers and their families, and works with a range of stakeholders outside the sport. Website: <http://calisthenics.asn.au>

NCC COMMITTEE

The NCC Committee is made up of competing members, parents/guardian, and volunteers and consists of an Executive and General Committee members. Positions on the Committee are elected annually at the Annual General Meeting (AGM). Executive members include: President, Vice President, Secretary and Treasurer. We are also privileged to have a Principal Coach at NCC, and a significant part of her role is to oversee all our coaching requirements and sit on and report to the NCC Committee. General committee members are also appointed, and these members are each responsible for a specific portfolio, which assists in the planning and day to day running of the Club.

Meetings are held on average once a month. All parents/guardians and members over 18 years of age, as well as the coaches, are welcome to attend. Dates and times of meetings are advertised to all members through the NCC Website, NCC Newsletter and the NCC Closed Facebook page.

The Committee is guided by the Newport Calisthenics Club Inc. Constitution and Rules, January 2019. This document can be found on the NCC Website or please contact the NCC Secretary to obtain a digital copy.

2020 NCC COMMITTEE MEMBERS

President Stage Manager	Mary Conti	0425 754 154	president@newportcc.com.au
Vice President Merchandise	Cori Broome	0433 188 446	vicepresident@newportcc.com.au merchandise@newportcc.com.au
Secretary Administration Stage Manager	Erin Mollison	0433 953 857	admin@newportcc.com.au
Treasurer Finance	Joanne Drossos	0431 155 276	treasurer@newportcc.com.au
Principal Coach Coaching	Deb Godsell	0414 318 135	coaching@newportcc.com.au
General Committee Member Social & Events Officer	Maddy Allen	0432 080 564	events@newportcc.com.au
General Committee Member Fundraising Officer	Amber Carlesso	0403 884 561	fundraising@newportcc.com.au
General Committee Member Communications Officer	Emily Drossos	0432 698 040	marketing@newportcc.com.au
General Committee Member Sponsorship & Grants Officer	Laura Drossos	0410 912 231	laura.drossos@yahoo.com.au
General Committee Member Costume & Purchasing Manager/s	Gayle Ekonomou	0407 870 848	costumes@newportcc.com.au
General Committee Member Social Media Officer	Gemma Fleming	0431 632 654	socialmedia@newportcc.com.au
General Committee Member Costumes & Purchasing Manager/s	Terry Metcalf	0413 410 293	costumes@newportcc.com.au

VOLUNTEERING

A team is much stronger with a wide base of supporters. There are always jobs to be done and the Committee and coaches are grateful to all parents/guardians, members and supporters who wish to give up their time to assist our Club. Types of work undertaken regularly by volunteers includes being on the Committee, being a Team Manager, Assistant Manager, Section Costume Coordinator, costuming and sequinning, fundraising events and activities and supporting Committee Members in their roles.

We encourage you to become actively involved with NCC. Everyone is welcome and the friendships and benefits are endless. Speak to your Section's Team Manager to find out more information about how you can help and become involved.

CLUB TROPHIES & AWARDS

Perpetual Trophies and Awards

At the end of the year competing participants of NCC are given a medal for team items they have competed and placed first, second or third in. Medals, Awards and Perpetual Trophies are presented at our annual Club Presentation Night.

The club awards four (4) perpetual trophies, these are to Members who have not only shown outstanding calisthenics skill but who also stand for the ideals that our Club values, such as team spirit, respect, discipline, cooperation, dedication, commitment, and friendship. These trophies are decided by the Coaches and Principal Coach and can be awarded to each member. These are known as Junior Premier Girl, Senior Premier Girl, Club Girl, and Sue Maynard Perpetual Trophy.

Junior Premier Girl

Awarded to a Tinie, Sub Junior or Junior team member who demonstrates a continued excellence in the artistic skills of calisthenics. One who strives to continually perform at the highest level of competence, is a valuable team member and contributes positively to the team and does her utmost to display outstanding personal qualities. One who is accepting of feedback and continues to excel through self-determination.

Senior Premier Girl

Awarded to an Intermediate, Senior or Master team member who demonstrates a continued excellence in the artistic skills of calisthenics. One who strives to continually perform at the highest level of competence, is a valuable team member and contributes positively to the team and does her utmost to display outstanding personal qualities. One who is accepting of feedback and continues to excel through self-determination.

Sue Maynard Perpetual Trophy

The Sue Maynard award is awarded in memory of a past parent of Newport Calisthenics Club who truly appreciated the grace and poise of competitors. This award goes to someone who epitomizes the skills of the Aesthetic item. Someone who has beautiful grace, poise and ability to interpret musical choice with depth of feeling, both at class and at competitions.

Club Girl

Awarded to a participating member of Newport Calisthenics Club who consistently demonstrates, endeavour and true club spirit. Someone who is always in attendance, works to their potential, supportive of team and club events. Always has a positive influence and a good rapport with team members and coaches.

NCC Club Recognition Awards

Life Membership

Awarded to a competing member of Newport Calisthenics Club who has achieved 15 years of competition.

When a competing member receives recognition for 20 years of competing, the mother /guardian / carer of the competing member will receive a Life Membership to Newport Calisthenics Club.

Service Award

Awarded to a competing member, volunteer or parent/guardian of Newport Calisthenics Club. This award is given for exceptional and ongoing contribution to NCC and promoting the ideals that our Club values, such as team spirit, respect, discipline, cooperation, dedication, commitment, and friendship.

In addition, the club may also present a Lifetime Loyalty Achievement Award, which is awarded to a life member who continues to contribute and support our Club and the sport of calisthenics in a significant and ongoing way. This award is automatically awarded to members who participate for 20 years.

NCC Coaches, Assistant & Section Administrator Directory

Tinies (3-7 years)

Coaches:	Chelsey Appelt	0405 420 961	chelseyappelt@hotmail.com
	Mistie Foley	0423 520 854	mistie_19@hotmail.com
	Georgia Kennedy	0449 196 946	g.kennedy93@hotmail.com
Cadet:	Brianna Allen	0430 632 806	brianna_m_allen@outlook.com
Assistants:	Kimberley Beard	Hayley Carlesso	Kaiesha Elechi
	Caitlin McLaren	Ceira-Marie Reynolds-Bailey	
Team Manager:	Sian Barlow	0401 977 799	siancove@yahoo.com
Costume Co-ordinator:	Maddy Allen	0432 080 564	Madeline_e_allen@hotmail.com

Sub-Juniors (10 years and under)

Coaches:	Victoria Harrison (First Team)	0449 155 537	victoria_harrison@live.com
	Jacqui Gill (Second Team)	0490 331 319	jacqui-gill@hotmail.com
Assistants:	Tiahn Carlesso	Joanna Christou	
	Georgie Dearlove	Evie McKay	
Team Manager:	Toula Theodorou	0416 281 088	Andrew.theodorou@bigpond.com
Assistant Manager:	Lisa Byrnes	0411 058 679	bondin@hotmail.com
Costume Co-ordinator:	Fiona Holzer	0405 323 749	Luke_fiona@bigpomd.com

Juniors (13 years and under)

Coach:	Leanne Mailhot	0407 828 928	leanne.mailhot@gmail.com
Assistants:	Micaela Conti	Penny Godsell (Level 1)	
	Maddy Norling	Gemma Simpson	
Team Manager:	Rada Bacani	0468 962 196	Jrmgi.baca@icloud.com
Assistant Manager:	Meagan Cooper	0400 844 540	Meagan_peter@bigpond.com
Costume Co-ordinator:	Erin Mollison	0433 953 857	erin@shadeportvic.com.au

Intermediates (17 years and under)

Coach:	Rosie King	0404 688 691	rosie.king@gmail.com
Assistants:	Emily Drossos	Mistie Foley (Level 1)	
Team Manager:	Donna O'Connor	0425 739 058	Donna3721@optusnet.com.au
Assistant Manager:	Amber Carlesso	0403 884 561	acarlesso@hotmail.com.au

Seniors (17 years to 25 years)

Coaches:	Morgan King	0430 246 061	morgan.g.king@gmail.com
	Jacqui Gill	0490 331 319	jacqui-gill@hotmail.com
Team Manager:	Janet Dillion	0401 202 010	ldishere@live.com.au

Masters (26 years and over)

Coach:	Erin Olsson	0405 948 993	ecornwill@gmail.com
Assistants:	Rebecca Gray		
Team Manager:	Sian Barlow	0401 977 799	siancove@yahoo.com
Assistant Manager:	Erin Olsson	0405 948 993	ecornwill@gmail.com
	Rebecca Gray	0403 421 871	Bec.gray-sheilds@outlook.com
Costume Co-ordinator:	Erin Olsson	0405 948 993	ecornwill@gmail.com
	Rebecca Gray	0403 421 871	Bec.gray-sheilds@outlook.com

NCC COACHES

At NCC, members learn commitment, dedication, confidence and the importance of being part of a team. They are taught by our experienced and dedicated team of Coaches and Assistants.

All classes are conducted by fully trained and qualified Level 1 Coaches. All NCC coaches hold current First Aid Certificates, Working with Children Check and are fully trained in appropriate warm up, stretching and Calisthenics techniques.

SECTION ASSISTANT / CADETS

Applications for both these positions are offered to our Intermediate and Senior pupils at the end of the year. NCC, under the guidance of Calisthenics Victoria and the NCC Principal Coach will ensure all assistants / cadets are provided with the relevant training and support to develop their skills set and knowledge.

Assistants / Cadets Roles and Responsibilities

This role is to assist the Coach by:

- Be a positive role model to competing members
- Look after younger members within their section/s
- Arrive at class at least 10 minutes before the commencement of class
- Prepare and set up for class (clear equipment, sweep floors, mark out stage) and assist in the pack up of the hall at the end of class
- Arrive at class in correct clothing (leggings, leotard, hair tied up, bare feet, minimal jewellery)
- Bring your own equipment to class (rod & clubs)
- Mark a roll at the beginning of each class to track attendance
- Assist in warm up classes at the start of the year
- Assist members with technique, always use correct terminology and ensure to be aware of safety
- Help members find positions
- Assist with music if necessary
- Comfort members if they are upset or overwhelmed
- Take younger members to the bathroom
- Move around the room during class, encouraging, correcting and assisting
- Always speak in a calm voice
- Learn coaches choreography
- Practise handing props on and off the stage
- Practise curtains
- Assist the Coach during practises
- Follow Coaches instructions
- Provide support by demonstrating correct moves and technique
- Assist during competitions and additional classes (unless competing yourself)
- Interact professionally and supportive with the team and the Coaches
- Assistants/Cadets are to attend at minimum 80% of classes and competitions
- Assistants/Cadets to attend NCC events and activities

Cadet

Class Assistants who wish to progress towards becoming a qualified coach may apply to undertake further study to become a Cadet Coach. A Cadet Coach assists the coach during practises in a similar way to an Assistant however they are given additional duties, such as input into choreographing routines in order to support their progression towards becoming a Level 1 Coach.

The Cadet Coach course is carried by Calisthenics Victoria, and educates students with advanced skills in assisting coaches,

in addition to developing some “beginner” coaching skills. These members are supported by the Club to undertake this role. Cadets that have completed their training are encouraged to achieve their Level One Accreditation.

In addition to the roles and responsibilities listed above the following pertain to the role of a Cadet;

- Opportunity to assist in planning routines (at the discretion of the coach)
- Opportunity to work on choreography for an exercise (at the discretion of the coach)
- Cadet Coaches are to attend at minimum 80% of classes and competitions

CLASS TIMES & LOCATIONS

NCC will continue to utilise the Altona Sports Club, Laverton Community Hub and Newport Baptist Church for practise venues throughout 2020. We currently have one section located at the Laverton Community Hub and one section located at Newport Baptist Church due to having two (2) sections practising on the same day and at the same time. The Altona Sports Club cannot presently accommodate our needs. Eventually we would like all sections to be located at the Altona Sports Club.

2020 Section class schedule is as follows:

Tinies:	Altona Sports Club	11 Altona Road, Altona	9:15am - 11:30am
Sub-Juniors:	Laverton Community Hub	95-105 Railway Ave, Laverton	9:00am – 12:00pm
Juniors:	Altona Sports Club	11 Altona Road, Altona	5:15pm – 8:30pm
Intermediates:	Altona Sports Club	11 Altona Road, Altona	5:45pm – 9:00pm
Seniors:	Altona Sports Club	11 Altona Road, Altona	6:30pm – 9:30pm
Masters:	Newport Baptist Church	Mason Street, Newport	7:30pm – 9:30pm

There is ample car parking available at all venues. Other venues are utilised from times to time for additional practises, all members will be notified by your Team Manager of any changes in venue.

ITEMS PERFORMED BY EACH SECTION IN 2020:

TINIES	Free Exercises, Rods, Folk/Character Dance and Song with Action/Movements
SUB-JUNIORS	March, Clubs, Free Exercises, Rods, Aesthetics and Revue
JUNIORS	March, Clubs, Free Exercises, Rods, Aesthetics and Song & Dance
INTERMEDIATES	March, Clubs, Free Exercises, Rods, Rhythmical Aesthetics and Dance Arrangement
SENIORS	March, Clubs, Free Exercises, Rods, Rhythmical Aesthetics and Dance Arrangement
MASTERS	March, Clubs, Free Exercises, Rods, Aesthetics and Revue

ATTENDANCE

Regular attendance and punctuality are essential in any team sport, and it is expected of NCC Members. Without regular attendance it is difficult for the cohesive progress of the team and for the individual to keep up with the new work taught each week. Practises continue throughout school holidays, but class times, days and venues may vary. Your Team Manager will notify you of any changes to classes.

Team members are asked to arrive approximately 10 – 15 minutes before the start of class to warm up and get ready for the start time. If for any reason you are unable to attend class, or arrive late, please notify the Coach/s or Team Manager as soon as possible by phone, text message or Facebook message.

Parents/Guardians and siblings are asked to leave the hall during class to ensure the teams can focus on their lesson and get through the work required.

As a duty of care, we cannot allow team members under the age of 18 to leave the hall on their own after lessons. If a parent/guardian has not attended practise, please ensure you come to the hall to collect your child at the end of their scheduled class time (do not wait in the car park).

CRITERIA FOR ATTENDANCE AWARD

In order to receive an attendance award at the end of the year the following must occur;

“Competing members MUST attend ALL classes up until two (2) weeks prior to the presentation night.”

Coaches will be taking attendance from week 3.

For members who join the club after week 3, attendance will be taken from the date of joining.

TEAM SELECTION POLICY

OUR COMMITMENT

Newport Calisthenics Club has embraced these guidelines which outline what our Club aims to achieve with team selection across all age groups and sections within our Club.

Our Club supports an open and fair process for the selection of teams. Team selections are based on specific criteria which have been agreed upon as outlined in this Policy with the aim to;

- Form a consistent and fair framework for team selection
- Aim for improvement in the competitiveness across all age groups and sections
- Continue to deliver uniformity in team selections across all sections of our club
- Continue to promote participation for all our members
- Aim to provide an environment that nurtures and develops members of all ages
- Ensure all members are informed about and understand the selection criteria and processes before year commencement
- Make fair and unbiased decisions based on the selection criteria
- Ensure that the selection policy applies equally to all members and that there is no discrimination on the basis of race, sex or religion
- Maintain open lines of communication and co-operation between coaches, members, parents and committee
- Promote a one club one team philosophy where there are multiple teams in the same section, the club promotes that these teams shall train together at one facility on the same day however have separate rooms to practise items that are not combined

WHAT WE WILL DO

Criteria for Coaches

Selection decisions will be based mainly on performance; however, Coaches will also consider:

- Attendance at competitions and practise
- Good sportsmanship (values)
- Abiding by our Club's Code of Conduct and Expected Behaviour

Criteria for Members

- Make yourself familiar with the selection criteria and clarify any concerns with the Club prior to selections.
- Talk with your coach about any concerns and seek feedback about how to improve your performance.
- Must be financial members of the Club.
- Will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g. gender, race, sexuality, religion).
- Members may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others.
- Pupils will be informed in writing of the dates, location and criteria for team selection.
- Selectors will consist of section coaches and assistants and will be overseen by the NCC Principal Coach, as required.
- Where possible and/or applicable, there will be more than one selector where parents, partners or other family members are involved.
- As requested, or as necessary, members will be provided with reasons for non-selection and areas to improve in order to be considered for selection.
- Coaches will be responsible for all decisions about team selection once the year commences.
- Concerns about team selection should be discussed with section coaches in the first instance.
 - A formal written complaint to the NCC Executive Committee should be made if these concerns cannot be resolved and the member believes they have not been treated in accordance with the Selection Policy.

WHAT TO BRING TO CLASS?

- Rod
- Clubs
- Aesthetics practise skirt
- Water bottle (named)
- A healthy snack (fruit is ideal)
- Props, when required

WHAT TO WEAR TO CLASS?

It is very important to be able to move freely during class and for Coaches to be able to assess and correct posture and movement. Loose clothing is not allowed as this can impede movement and cause problems when using apparatus namely rod exercises. Feet must be bare during calisthenics classes and hair should be neat and worn up in either a bun or a high ponytail (or similar).

Appropriate clothing includes:

- Leotard (long or short sleeve)
- Leggings
- Dance/bike shorts
- Cross over top

All items must be **BLACK**. These items can be purchased via the NCC Online Store or at Big W, K Mart, Target, Best and Less and dance shops.



CLUB UNIFORM

Competitive Members are required to wear our NCC Club uniform on arrival and departure at competitions or when attending our end of year concert. The uniform consists of;














- Club Polo (**Compulsory item for all members, coaches and assistants**)
- Black dance pants or black Leggings
- Plain black shoes (no slippers or Ugg boots)
- NCC Club Jacket (**Compulsory item for all members, coaches and assistants**)

Any competitive members attending a competition as a supporter are encouraged to wear club t-shirt/polo and/or jacket teamed with black pants, as you are representing NCC.

When competing at a competition other non-compulsory items such as a onesie, hoodie or long sleeve tee can be worn backstage during the competition and/or at breaks but must not be worn on arrival or departure from the competition. Please note these are competition rules set by Calisthenics Victoria.

2020 NCC MERCHANDISE

All merchandise can be purchased via the NCC Online Store which can be found at www.newportcc.com.au

<p>Backpack</p>  <p>\$50.00 each (Comes with name on it)</p>	<p>Costume Bag</p>  <p>\$35.00 each (Comes with name on it)</p>	<p>Club Jacket</p>  <p>\$65.00 each (Compulsory item in 2019)</p>	<p>Full Length Leggings</p>  <p>\$50.00 each</p>	<p>Onesie</p>  <p>\$60.00 each</p>
<p>Club Polo (Ladies)</p>  <p>\$38.00 each (Compulsory item in 2019)</p>	<p>Supporter Polo (Black)</p>  <p>\$38.00 each</p>	<p>Long Sleeve Tee</p>  <p>\$35.00 each</p>	<p>Shorts</p>  <p>\$30.00 each</p>	
<p>NCC Tank (Maroon)</p>  <p>\$45.00 each</p>	<p>Puffer Vest</p>  <p>\$45.00 each</p>	<p>Hoodie</p>  <p>\$45.00 each</p>	<p>Training Singlet</p>  <p>\$40.00 each</p>	
<p>Large Sports Bag</p>  <p>\$55.00 each</p>	<p>Medium Sports Bag</p>  <p>\$50.00 each</p>	<p>Small Sports Bag</p>  <p>\$45.00 each</p>		

For all merchandise enquiries please email our Merchandise Co-ordinator Cori Broome on merchandise@newportcc.com.au

COSTUMES

Each section has a Section Costume Coordinator, this role is designed to support coaches with any costume requirements, by balancing quality and budget to ensure artistic and financial integrity is gained and ensure successful costume production within required timelines.

The Section's Costume Coordinator will liaise regularly with your sections Coach/s and Team Manager to be sure that each costume is produced to the coach/s liking.

Each member will be given one costume per item, some of these costumes will require no sewing and others may require tacking, sequinning and trimmings. NCC has a large stock of costumes which we try to reuse to keep costs at a minimum. Some costumes may need to be revamped or altered and others will be new.

You may be required to alter, remove, and sew on embellishments to costumes such as sequins and trimmings. Should you not be able to complete this task there are people within the club willing to assist for a small fee (negotiable between members and sewer). Should you require assistance please speak to your Team Manager and/or Section Costume Coordinator.

All costume costs are included in fees "with the exception of Fancy Item costumes". The costs of these costumes is payable by the member and is the property of the member after the Annual Concert. Costs associated with this Fancy Item, will be payable by the member or parent/guardian. An upfront payment to purchase materials and to cover other costs associated will be requested by your sections Team Manager. Once the total cost of the costume has been finalised your sections Team Manger will communicate the balance owing.

Headpieces are also required for each item and often parents/guardian will be asked to assist in the making of these. All left over materials, sequins, etc. is the property of NCC and needs to be returned once sewing is completed.

Some items may require shoes to be purchased. A wiglet may also be required; and is not included in member fees and will be an extra cost. The need for these items will be at the discretion of your sections coach/s.

It is important that all costumes are kept clean in a cool and smoke-free environment. If a leotard or costume gets grubby between competitions you can wash them by hand ONLY, in warm soapy (velvet soap) water. Please be aware that hot water, harsh detergents and gentle machine wash can ruin them.

PRACTISE MAKES PERFECT

The only way to improve skill and technique is through repetition. All members will be given the music of their routines at the beginning of the calisthenics year. It is important that this music is played regularly (at home or in the car) and that members practise their routines and complete stretching exercises as often as possible.

Routines are often recorded and posted on each Section's Facebook pages to assist with practising at home – it is a brilliant visual learning tool that has helped remarkably in the past.

STAGE REHEARSAL

A Club Stage Rehearsal day will be held on **Sunday 21st June 2020 at Penola Catholic College**. This event is held in the lead up to competitions commencing and attendance is compulsory for all competing members. Teams will be notified of their allocated time and members will be expected to attend to assist coaches and teams to perfect performances in preparation to the commencement of Section Competitions.

COMPETITIONS

All sections compete in competitions each year from approximately July until October. Each section will generally attend 5 competitions per year, competing against similar graded clubs from the same age group. Competition dates are not

advised by Calisthenics Victoria until late May or early June.

The competitions are located within the Melbourne metropolitan area (e.g., Burwood, Broadmeadows, Forest Hill, and Geelong). A yearly competition is also held at Ballarat for members from Tinies through to Masters.

Adjudicators score each team on their items at all competitions. At no time are parents/guardians allowed to approach the Adjudicator. We always ask our supporters to show good sportsmanship when the Adjudicator's placings are announced albeit sometimes, they may disappoint. (Please refer to our Expected Behaviours and Members Handbook for guidance).

Competitions are a compulsory requirement for Calisthenics. Non-attendance does affect the performance and its members on stage as it will change the choreographed patterns and partner work. In the case of small teams, the team will incur a 5-point deduction if there are less than 8 members on stage at any given time.

Members need to arrive at competitions at least 1 (one) hour prior to commencement. This allows time for the Members to have make-up applied and also warm-up/practise before commencement of the competition. Members will need to wear bodysuits or flesh coloured underwear under their leotards. These can be purchased from dance shops (e.g. Stage Zone Shop 6/57-61 Synnot St, Werribee OR Dancewear, Shop 2/70 Douglas Parade, Williamstown) or sewn yourself. See your Team Manager for more information.

Members are required to have foundation and leg tan (as specified by Section Coach) applied prior to arriving at competitions and all jewellery and nail polish needs to be removed. The coach will inform you as to how they would like hair to be styled, which again needs to be done prior to arrival. Coaches and Assistants will apply all make-up aside from foundation and mascara. Some sections may be required to wear fake eyelashes; this will be specified by your Section Coach.

Dressing rooms can be quite small, so we ask that only Coaches, assistants and parent/guardian helpers are in the dressing rooms during competitions. Please do not allow other family members into the dressing rooms.

ALL parents/guardians who enter the dressing room will be required to complete a Working with Children Check. You are able to get this check free of charge by going to www.workingwithchildren.vic.gov.au. Please arrange this before the end of May, as the card can take up to six weeks to arrive and you will need to have it prior to the first competition date or be asked upon entering the rooms.

At competitions, all competing members are required to arrive and depart from competitions wearing the Newport Calisthenics Club uniform, which consists of a tracksuit jacket, black dance pants/black leggings, NCC polo and plain black shoes (not slippers). Only during the competition and at either a lunch or dinner break can members wear alternative NCC merchandise such as a hoodie, onesie, vest etc.

All Members within the Club attending competitions are required to pay their own entry fees. These fees vary from competition to competition. All competitions require you to pay cash on the day and some competitions offer an online payment option which often involves a discount for entry.

At times our Club may be asked to arrange a door person to assist at competitions. The Club would appreciate support from anyone who can help out on the day.

Each venue may have varied rules and all members MUST adhere strictly to these rules. We ask if you take children/siblings with you to competitions to watch our members perform, please ensure that they do not run around the auditoriums and show respect for the other teams performing on stage. Should your children become loud and restless during competition we ask that you take them into the foyer area so the Members performing are not distracted.

Members who are performing are not allowed to enter the auditoriums unless the coaches have given their approval, and at all times outside the dressing rooms competitors must wear their Club tracksuit jacket, onesie, hoodie or other NCC merchandise as well as covering their legs and feet.

Together with Calisthenics Victoria, NCC tries to enforce healthy eating. We encourage all members to bring along healthy food options to competitions.

Please be mindful that due to time restraints it may be impractical for members to join family and friends during the break, we ask that you please be respectful of this.

Please ensure whilst your child is eating, whether it be inside or outside the dressing room, that their costumes are covered either with a dressing gown, Club tracksuit jacket, onesie or hoodie.

SOLO, DUO & GRACEFUL GIRL COMPETITIONS

Solo, Duo and Graceful Girl competitions are held from the start of March to the end of April each year.

Expressions of interest in partaking in a solo, duo or graceful girl should be addressed in October to December.

It is up to individual Members or parent/guardian, who wish to represent NCC, to approach and organise a Coach(s) of their choice to choreograph a routine that they will perform on stage for themselves or with another member (in the case of a duo).

All costs involved (**such as Coach's fees, entry fees, costume and hall hire**) must be negotiated with the coach and paid for by the individual member. Please see your Coach or Team Manager if you would like to be involved or require further information.

NCC ANNUAL END OF YEAR CONCERT

At the conclusion of the competition season, NCC holds an end of year Concert in early-mid November. It is a relaxed and fun way to finish the NCC Calisthenics year, where all teams can perform and display all of the hard work and effort that has gone into perfecting their items during the year. Parents/guardians, families and friends are encouraged to come along to this concert and support our Members and Club.

NCC 2020 Annual Concert will be held on Sunday 8th November 2020 at Wyndham Cultural Centre.

NEWPORT CALISTHENICS CLUB - FEES POLICY

Newport Calisthenics Club is a not-for-profit club that relies on member fees, sponsorship and fundraising to remain viable.

NCC's aim is to be competitive, inclusive and supportive of our Members and make the cost of involvement and payment of fees as easy as possible for its members.

Calisthenics Victoria Registration Fee

The registration fee is set by our governing body, Calisthenics Victoria (CV), and is a separate fee to your NCC membership fee.

The registration fee is paid annually for every person enrolled in a registered calisthenics club within Victoria and is paid directly by the member to CV and includes member's insurance for that competing year.

Please note; CV registration fees are not refundable at any time. CV on forward merchant fee's to members at the time of member registration.

NCC's expectation is that the CV's registration fee is paid by Saturday 29th February 2020 along with the submission of the NCC online registration form.

For members who join NCC after this date, the registration fee is due and payable on their third week of class along with the NCC online registration form.

Newport Calisthenics Club Member Registration Fee

- Members will be sent an invoice for Member's fees within one (1) week of paying the required Calisthenics Victoria Registration Fee and by completing the online NCC registration form.
- Fees can be paid in the following ways;
 - By paying the full amount by your sections first instalment date
 - Via four instalments throughout the calisthenics year
 - By making regular weekly payments
- Members experiencing difficulties with payments are encouraged to negotiate a "payment plan" with your Section's Team Manager.
- Outstanding accounts will be given a "due date" for completion. Failure to pay ANY outstanding monies by the due date or without negotiation with your Section's Team Manager and/or communicated with the NCC Treasurer will result in accounts being put into the hands of the NCC Committee President for final resolution.
- All outstanding fees at the close of the current year (31st December 2020) will incur a 10% late fee (on monies owed only).
- Members who are making regular payments and meeting their payment plan obligations will not be charged a late fee.
- Members who leave the club will be invoiced for any outstanding monies, including and not limited to member fees, levies, costumes, fundraising, equipment and materials.

Out of Pocket Expenses

Unfortunately, we are unable to include some items in our fees and some additional costs incurred are as follows:

- Merchandise purchases (Club Jacket & Club Polo are compulsory items and will cost approximately \$105 for both)

- Merchandise items are available for purchase on the NCC Online Store at times stipulated by the NCC Merchandise Co-ordinator
- Wiglet (If your section is utilising a wiglet it is a compulsory item and will cost approximately \$50)
- Lipstick, eyelashes, and leg-tan
 - Personal items namely lipstick, eyelashes and leg-tan are varied in all sections and are decided upon by each Section Coach
- Costumes/shoes and props for Fancy Items
- Optional Fundraising Levy, please refer to separate Fundraising Policy for further information

PLEASE NOTE: Some above items will be sourced by your team's Section Administrators and they will advise members of these associated costs. These items must be paid at the time of ordering and are separate to the membership fees.

Member Fee Instalment Guidelines

- Each section has been allocated four (4) Member Fee instalment due dates. This is designed to allow for the costs to be spread out over the course of the calisthenics year and the required amount must be paid in full by each stipulated instalment date.
- The only exception to the above is if a regular payment plan has been negotiated with the Section's Team Manager and approval has been granted in writing from the NCC Treasurer.
- Our registration and fee instalments cover but are not limited to including Calisthenics Victoria registration, Member insurance, team entries into competitions, hall hire, costume storage, costume hire, club/rod hire, purchase of club trophies and awards and remuneration for our coaches.
- Monies gained through annual fundraising events and activities assist with the Club's associated costs namely, NCC Annual Concert, Presentation Night, Stage Rehearsal, Photographer, Videographer, and administration / marketing expenses.

Itemised Section Member Fee Instalments

Please find below instalment amounts and due dates for your perusal.

PLEASE NOTE: It is necessary for the Calisthenics Victoria Member Registration Fee to be paid in full by the nominated date, as it is a requirement of Calisthenics Victoria that all members are registered and insured.

TINIERS: 2020 Member Fee instalment details					
Calisthenics Victoria Registration and Insurance Fee	1 st instalment Due Date	2 nd Instalment Due Date	3 rd Instalment Due Date	4 th Instalment Due Date	Total Member Fees 2020 Including CV Registration
29 th February 2020 \$85.00	28 th March 2020 \$170.00	9 th May 2020 \$170.00	4 th July 2020 \$170.00	29 th August 2020 \$170.00	\$765.00

SUB-JUNIORS: 2020 Member Fee instalment details					
Calisthenics Victoria Registration and Insurance Fee	1 st instalment Due Date	2 nd Instalment Due Date	3 rd Instalment Due Date	4 th Instalment Due Date	Total Member Fees 2020 Including CV Registration
29 th February 2020 \$85.00	28 th March 2020 \$190.00	9 th May 2020 \$190.00	4 th July 2020 \$190.00	29 th August 2020 \$190.00	\$845

JUNIORS: 2020 Member Fee instalment details					
Calisthenics Victoria Registration and Insurance Fee	1 st instalment Due Date	2 nd Instalment Due Date	3 rd Instalment Due Date	4 th Instalment Due Date	Total Member Fees 2020 Including CV Registration
29 th February 2020 \$85.00	26 th March 2020 \$210.00	7 th May 2020 \$210.00	2 nd July 2020 \$210.00	27 th August 2020 \$210.00	\$925.00

INTERMEDIATES: 2020 Member Fee instalment details					
Calisthenics Victoria Registration and Insurance Fee	1 st instalment Due Date	2 nd Instalment Due Date	3 rd Instalment Due Date	4 th Instalment Due Date	Total Member Fees 2020 Including CV Registration
29 th February 2020 \$85.00	23 rd March 2020 \$217.50	4 th May 2020 \$217.50	29 th June 2020 \$217.50	24 th August 2020 \$217.50	\$955.00

SENIOR: 2020 Member Fee instalment details					
Calisthenics Victoria Registration and Insurance Fee	1 st instalment Due Date	2 nd Instalment Due Date	3 rd Instalment Due Date	4 th Instalment Due Date	Total Member Fees 2020 Including CV Registration
29 th February 2020 \$85.00	24 th March 2020 \$227.50	5 th May 2020 \$227.50	30 th June 2020 \$227.50	25 th August 2020 \$227.50	\$995.00

MASTERS: 2020 Member Fee instalment details					
Calisthenics Victoria Registration and Insurance Fee	1 st instalment Due Date	2 nd Instalment Due Date	3 rd Instalment Due Date	4 th Instalment Due Date	Total Member Fees 2020 Including CV Registration
29 th February 2020 \$85.00	24 th March 2020 \$227.50	5 th May 2020 \$227.50	30 th June 2020 \$227.50	25 th August 2020 \$227.50	\$995.00

Please Note:

- Fees NOT paid by the section's FOURTH (4TH) instalment due date will NOT be eligible for awards and Members will not receive medals until fees are paid in full.
- If at any time payment is a problem, please speak to your Section's Team Manager so an alternative payment plan can be adopted.
- Failure to comply with these deadlines will result in late fees being charged.
- The only exception to this rule is if a regular payment plan has been negotiated with your Section's Team Manager

and approval has been granted in writing from the NCC Treasurer.

Payment of Account

Invoices are prepared and distributed to Members once a member has paid the required Calisthenics Victoria Member Registration Fee and submitted the NCC online registration form, or if joining the Club after the Calisthenics Victoria Member Registration due date after their third class.

Payment is due (in full) by the **stipulated 4th instalment date** relevant to your section (refer Chart), or by arrangement with your Section's Team Manager.

NCC endeavours to make the payment of fees convenient as possible for all families and payments can be made in the following methods.

Methods of Payment

1. Pay in cash to your Section's Team Manager and a written receipt will be issued
2. Pay directly into the Newport Calisthenics Club bank Account

Account Name: Newport Calisthenics Club
BSB: 083 673
Account Number: 048169446
Ref: Childs full name and sections (e.g.: Jane Doe Tinies)

1. Credit Card Your Section's Team Manager will have the facility to process payments at classes.

(Please note a 1.9% merchant surcharge applies to all credit card transaction)

We strongly encourage families to make regular and smaller part payments to ensure you do not fall behind.

Regardless of your chosen payment method, fees have specific due dates that must be met.

For all enquiries relating to your fees please speak your Section's Team Manager.

NEWPORT CALISTHENICS CLUB'S – Fundraising Policy

Newport Calisthenics Club is a not-for-profit club that relies on member fees, sponsorships and fundraising to remain viable and competitive.

Our Club's continued growth relies on fundraising events and activities to be able to offer extra resources and opportunities for our competing members.

As a family Club, we also understand our members are not always in a position to assist with fundraising events and activities and for this reason the NCC Committee have decided to introduce an optional Fundraising Levy of \$100 per competitive member/ family per annum in lieu of participating in fundraising events and activities.

Each competitive member or where applicable each family will be given the option to assist with fundraising in one of two ways.

Option 1: The choice of paying a \$100 Fundraising Levy.

- Payment due and payable by the Saturday 7th March 2020.
(Please note this date is in line with the proposed fundraising calendar for 2020)

OR

Option 2: Participating in a majority of fundraising events and activities. Your participation in events and activities will be noted by your section's Team Manager and the NCC Fundraising Officer.

(Please see NCC's 2020 Fundraising Calendar below)

Please Note: Families with two (2) or more members under the age of 18 will be considered a family and will only be required to pay one fundraising levy. Siblings over the age of 18 will no longer be considered as part of the family and will be required to pay or participate in the fundraising levy.

Each member / family has the opportunity to participate in a total of nine (9) fundraising events and activities throughout 2020. In order to meet participation requirements each member/family is required to partake in a total of **FIVE (5)** events/activities.

Should you fall below or not fulfil the "majority" rule, the member/family will be invoiced at the end of the year the full \$100 fundraising levy, and this amount is due and payable by Friday 13th November 2020.

Families & Competitive members who choose NOT to pay the levy will be expected to participate in a majority (more than half) of the fundraising activities/events as per listed below:

NCC 2020 Fundraising Events and Activities:

	ACTIVITY / EVENT	START DATE	END DATE
1	Arrange a donation – (raffle, silent auction item, prizes)	Sunday 1 st February 2020	Saturday 29 th February 2020
2	Coles BBQ – (Each section has been allocated a specific date)	Juniors / Seniors: Sunday 23 rd February 2020	Sunday 23 rd February 2020
		Tinies / Masters: Sunday 15 th March 2020	Sunday 15 th March 2020
		Subbies / Inters: Sunday 17 th May 2020	Sunday 17 th May 2020
3	Hot Cross Bun Drive	Monday 2 nd March 2020	Saturday 28 th March 2020
4	Mother's Day Raffle	Monday 20 th April 2020	Saturday 9 th May 2020
5	Trivia Night	Saturday 23 rd May 2020	Saturday 23 rd May 2020
6	Jolly Soles Sock Fundraiser	Saturday 4 th July 2020	Saturday 18 th July 2020
7	Cadbury Chocolates	Monday 17 th August 2020	Saturday 5 th September 2020
8	Concert Raffle	Monday 19 th October 2020	Saturday 7 th November 2020
9	Miscellaneous	To be advised	To be advised

Note: New competing members to our Club commencing after the 29th February 2020 will still be given a choice of whether to pay the levy or participate, however should you choose the levy option this amount is due and payable at the third week of class.

Option 1: Member or Parent / Guardian Declaration (paying fundraising levy)

I (Print Full Name) choose to pay the NCC Fundraising Levy of \$100.00 due and payable by the 7th March 2020, on behalf of

..... (Print Members Full Name)

..... (Members Section)

..... (Print sibling's name/s and section if applicable)

..... (Member or Parent/Guardian Signature)

..... (Date)

Option 2: Member or Parent / Guardian Declaration (participating in fundraising events and activities)

I (Print Full Name) choose to participate with Newport's Fundraising events as per the above Rules and acknowledge that majority participation in fundraising events and activities is required. I also acknowledge that should I not fulfil the requirements as mentioned above I will be responsible for the payment of the \$100 fundraising levy and confirm that this is due and payable by the Friday 13th November 2020.

..... (Print Members Full Name)

..... (Members Section)

..... (Print sibling's name/s and section if applicable)

..... (Member or Parent/Guardian Signature)

..... (Date)

NCC CLUB PHOTO DAY

Team photos are taken by a professional photographer each year and it is important that all members attend at this time. This year photo day will take place on **Sunday 26th July 2020** at the Altona Sports Club.

Families have the opportunity to purchase team, individual, sibling and small group photographs.

Team photos will be used occasionally to promote the club on either the Club website, Facebook pages, Instagram, newsletters, or in subsequent versions of this handbook. Please note that images cannot and will not be used without permission from parents/guardians or the team member (if over 18 years old). **This permission is given during the registration process.** Please see your Team Manager if you have any concerns.

LOST PROPERTY

All items are required to be clearly marked with your child's name. We encourage and expect all members to be responsible for their own belongings. Every attempt will be made to collect lost property by your Section's Administrators and Coaches, however there is no responsibility taken for items lost.

At competitions and backstage, we strongly discourage all participants in bringing items of value. The rooms are very open, and we cannot guarantee the security of any item left in these areas. Only bring these items on the proviso that it is at your own risk.

LEAVING THE CLUB

We understand that calisthenics may not be for everyone and that from time to time Members decide to leave the club to pursue other interests. We ask, however, that before leaving the club you consider that this is a team sport and that we are all working together toward the common goal, to perform on stage at 4-5 competitions and also at our clubs annual concert all of which are held from the start of August to the end of November each year.

It would be appreciated if departures could be timed (where possible) early in the season before the routines are set, or after the team has competed at competitions and the NCC Annual Concert. This will minimise the impact on the team and the Coach and would be greatly appreciated.

Members leaving part way through a term will be responsible for fees or charges incurred up to their day of departure. Please discuss any outstanding fees with your Team Manager and in consultation with the Club's Treasurer prior to leaving the club. All goods and items hired from the club must be returned in good order.

HEALTH AND SAFETY

All coaches are current First Aiders and are equipped with First Aid Kits at all practises, training and competitions. If an injury or accident were to occur, Coaches will provide first aid treatment where appropriate/when necessary.

In the event of a serious accident or medical emergency an ambulance will be called, and parents/guardians will be notified as soon as practical. Parents/guardians are required to meet any costs associated with this.

Members are asked to list all medical conditions/information on the Members Registration Form. It is also required for a medical certificate to be provided to the NCC Secretary stating the allowed level of participation for serious/long-term injuries.

ACF CALISTHENICS SKILLS PROGRAMME (PUPIL SKILLS)

Developed by the Australian Society of Calisthenics in 1979 to raise the standards of Calisthenics and to unify terminology and technique, the Calisthenics Skills Program has now been implemented Australia wide. The syllabus, which is determined by the ACF, is taught throughout Australia and is setting high standards of training of pupils each year.

The syllabus is designed to develop:

- Fitness
- Flexibility
- Co-ordination and Rhythm
- Sense of achievement
- Musicality
- Deportment and posture

Girls can choose to participate in skills levels through Calisthenics Victoria dependent on their age. Girls are required to complete their levels if they wish to compete in solo competitions or undertake their cadetship. This program is designed for participants to personally achieve and improve their technique and skills.

Newport Calisthenics is committed to supporting and encouraging all students who wish to undertake these examinations.

The ACF Calisthenics Skills Programme is a National Examination Program administered by each State/Territory calisthenics association within Australia.

The ACF determines the syllabus which covers the finer points of technique in March, Free Exercises, Clubs, Rods, Aesthetics and Dance, in addition to flexibility and musical appreciation.

NCC coaches can provide coaching, either individually or in small groups, and examinations are held at various venues and times throughout the Calisthenics year.

Members aged 7 and above whom wish to participate in solo, duo or graceful girl competitions are required to achieve the standard as determined by Calisthenics Victoria.

In addition, members who wish to progress towards Class Assistant, Cadet Coach, or obtaining a Level 1 coaching qualification, must attain certain levels of pupil skills to proceed. This ensures consistency and that they can demonstrate and teach correct technique. Age requirements for each level are available on the Calisthenics Victoria website.

COMPETITION ETIQUETTE

We ask all Members, parents/guardians and supporters to please abide by the following;

- Observe and obey theatre rules on where you can eat or drink.
- Show respect for those volunteering their time to help the competition run smoothly, such as door people and marshals and obey their rules.
- Respect participants and fellow audience members by not talking whilst teams are on stage.
- Give recognition to all teams who perform on the stage, but NO TEAM CALLING. We don't want the adjudicator to know which teams are competing.
- Be quiet around the stage area, as you can be heard from most dressing rooms and in the audience.
- Keep all your belongings together as there are others using the dressing room. Personal items and valuables should be left with parents/guardians or with a representative of your club. (Calisthenics Victoria and its ancillary organisations/committees and theatres take no responsibility for any losses.)
- Stay in the theatre for all speeches and aggregate presentations.
- Clean and tidy the dressing rooms at the completion of competitions.
- Do not talk to the Adjudicator, writers or timers during the competition, even if you know the person.
- All electronic devices are to be switched off in the theatre.
- Do not move around the theatre during performances.
- Observe all Smoke Free designated areas.

For Competitors

- Wear NCC uniform to and from competitions
- Wear black leggings / dance pants and socks for warming up.
- Do not lean or press against the walls when wearing leg tan or lipstick.
- Competitors shall not sit in the first two rows of the theatre.
- Do not verbally criticise your fellow competitors or the Adjudicator.
- For the comfort of those around you, you should refrain from walking around backstage in your body suit.
- Tracksuits and shoes should always be worn in the theatre.

For Coaches

- Wear NCC uniform to and from competitions
- Coaches and assistants to wear black clothing when working backstage with no visible NCC wording or logos.
- Coaches and assistants are to be in full NCC uniform when accepting awards.
- Wear tracksuit pants and socks for warming up.
- Remember at all times that you are representing NCC whilst you are in the audience.

Keep any comments about competitors positive and respectful; criticism of any sort is unacceptable. Remember you may be overheard by others.

Cheer for your club and others, but please do not shout out any names as the competitions are blinded for adjudication purposes.

COMMUNICATION, FEEDBACK & ISSUES

The Committee, Coaches and Team Managers of NCC will communicate with parents/ guardians / members in the following avenues:

- Club Newsletter
- Individual Section Facebook Pages
- Club Facebook Page
- Email
- Face to face
- Text Message
- Phone Call

Club Newsletters are emailed to all members and posted on the Club Member's Facebook page approximately once a month. If you wish to have this emailed to you, or if you require a hard copy, please contact the Secretary or let your Team Manager know.

Feedback and Suggestions

Your feedback and input is always welcomed and valued, provided it is constructive and respectful. If you wish to provide feedback or suggestions, please feel free to do so in the following ways:

- Talk to your Team Manager
- Email the clubs Secretary admin@newportcc.com.au
- Request to attend an NCC committee meeting
- We do ask that parents/guardians only speak to Coaches before or after lessons, however if your issue is not of a coaching nature please direct your concern to the Team Manager

Please refrain from raising issues on social media.

All feedback, suggestions, comments, problems and issues that are raised with the club are given serious consideration. We are a small club and value the relationships we have with families. Any information or feedback you provide is used in the decision-making process and as a guide for the club's continuous improvement process.

Grievances

Whilst we strive for positive and harmonious relations between all parties, unfortunately sometimes problems may arise. In this event, please follow the process below to ensure a prompt resolution:

1. Discuss the problem/issue/event with your Team Manager in the first instance, and as soon as possible. Focus on the facts and how you would like the problem resolved. Aim to avoid personal or emotional attacks on another person/s. If you are dissatisfied with the response, or feel unable to approach the Team Manager, please contact the club's President (Mary Conti) or the club's Secretary (Erin Mollison) Grievance Officers for NCC and they will be happy to assist you. **Please maintain strict confidentiality throughout each step in this process.**
2. The Team Manager/President will address or investigate as required.
3. The Team Manager/President will notify the NCC Executive Committee immediately.
4. NCC Executive Committee and the Team Manager (as appropriate) will investigate the complaint and determine the best course of action towards a resolution.
5. An NCC Executive Committee Member will contact the complainant and outline the resolution process within 14 days of the complaint being raised.
6. The Secretary will document the complaint, investigation process, resolution, and outcome, and keep on file.
7. The NCC committee will monitor the issue and ensure that the issue has been and remains finalised.

At all times we strive to resolve any grievance using a restorative justice approach.

Grievances can also be raised externally to the club, where appropriate and depending on the nature of the complaint.

Members may at any time take serious complaints to appropriate external bodies such as the police, the Equal Opportunity Commission, Calisthenics Victoria or ACF.

SOCIAL MEDIA POLICY

Our Commitment

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

We use a range of electronic tools to communicate with our members: Newport Calisthenics Club's website, social media sites, emails and SMS.

- Our communication will:
- Protect Members' privacy
 - Maintain clear boundaries
 - Ensure that bullying and harassment does not occur

Persons elected to hold the Committee portfolios of Social Media Officer/s and Communication Officer/s will be appointed to provide accountability and control over material published on our club's website and any related discussion groups, all social media sites, such as Facebook and Instagram.

Website

- Our website will include current information on class times and venues, competitions, social events, NCC Committee, policies and guidelines, Member's Handbook and the NCC Constitution.
- The website may include photos of both present and past members of the club.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents/guardians and take care not to provide identifying information (as gained in the Members Registration form).
- We will seek feedback from members to improve the information available on the site.

SMS & Email

Committee members, coaches and Team Managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- SMS messages should be short and about club/team matters.
- Email communication will be used when more information is required.
- Communication involving children will be directed through their parents/guardians.

Social Media Sites / Pages

- **No member under the age of 13 will be given access to NCC Facebook pages.**
- **Coaches and Assistants over the age of 18 cannot be "following" or "friends" with any of their section's members under the age of 18.**
- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated.
- Older teams may use a team Facebook group for communication. The Social Media Officer/s and Communication Officer/s, President, Principal Coach and section coach/s are to be included in these pages.
- No other person/s other than NCC members, volunteers and parent/guardians are to be added to NCC Section Facebook Pages.

Electronic Communication

- Should be restricted to club matters.
- Must not offend, discriminate, intimidate, humiliate or bully another person.
- Must not be misleading, false or injure the reputation of another person.
- Should respect and maintain the privacy of members.
- Do not engage in any inappropriate communications, as detailed in this document.
- Must not bring the club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents/guardians.

Expectations

We expect our members to conduct themselves appropriately when using electronic communication and when sharing information with other members or when posting material on public websites connected to the club.

At no time can class recordings or recordings of stage rehearsals be posted on private social media pages or websites.

Non-Compliance

- Offending posts will be removed and those responsible will be blocked from the site.
- Members may face disciplinary action for sending inappropriate electronic communication or for posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member's protection policy and codes of conduct.
- The person(s) responsible for any inappropriate posting of material as outlined in this document will have the matter removed from the public domain and notified of this. Further breaches may result in the person(s) being blocked from the electronic communications forums.
- Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet services such as email, a chat room, discussion groups, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g. Facebook, Instagram, and YouTube) may be liable for defamation.

CODES OF BEHAVIOUR

Calisthenics Victoria and all affiliated clubs are now covered by a Member Protection Policy (MPP). This policy includes codes of behaviours for all participants, parents, coaches and administrators of Newport Calisthenics Club. A copy of this policy can be found on the NCC Website.

EXPECTED BEHAVIOURS

Members

- Have fun and try hard!
- Be an active team member and represent the club with pride.
- Attend all classes, additional practises and required team events (competitions, concerts, photo day etc.).
- Contact the Coach or Team Manager if you are unable to attend class or competitions.
- Wear appropriate clothing to class/practise (see information provided in this booklet).
- Wear hair up (in a bun, ponytail or similar).
- Bring all necessary equipment to class each week (such as rod, club, aesthetic skirt, drink bottle, any required medication)
- Care and respect the equipment provided to you.
- Arrive early to class and begin stretching/warming up.
- Practise at home regularly.
- Show respect to teammates, coaches and the club at all times, including on social media such as Facebook.
- Listen to your coach's instructions.
- Notify your coach of any injuries as they occur.
- Keep costumes in good order and report any damage or loss immediately.
- Wear appropriate club uniform (polo, jacket, black pants & black shoes) when representing the club at competitions and other events.
- Be a good sport and treat other participants as you would like to be treated.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Follow the rules, policies and guidelines of NCC, ACF and Calisthenics Victoria.
- Remain with the club and give 100% to practises and competitions during the calisthenics season.
- If you wish to finish up with NCC or calisthenics generally, please do so after mid-year competitions out of respect for your coaches and teammates.

Expected Behaviours Continued

Parents/Guardian's/Families

- Familiarise yourself with all the information contained in this handbook.
- Assist and support your child to meet their responsibilities as outlined in this handbook.
- Focus on the effort, performance and development of your child.
- Ensure your child is present at class, practises, competitions and concerts on time, in the correct uniform/costume and with all the correct equipment.
- Notify the coach or Team Manager as soon as possible if your child can not attend any scheduled lessons, practises, rehearsals, concerts, competitions or camps.
- All parents/guardians and siblings who stay to watch practise must keep noise to a minimum to avoid distracting the team and coach.
- Children are to be collected from the hall and may not walk alone to the car park after class.
- Encourage your child to practise at home regularly.
- Ensure your fees are paid on time.
- Ensure all any required costumes for your child in the stipulated time frame.
- Keep any costumes in good order and report any damage or loss immediately.
- Encourage your child to stay with the club and give 100% until the end of the calisthenics season, out of respect for the coaches and teammates.
- Model respectful, positive behaviour to your children - in person, on the phone and on social media.
- Address other team Members, Coaches, Team Manager or Committee in an appropriate manner if any issues arise.
- Treat your child the same irrespective of them winning or losing.
- Remember that your child participates in the sport of Calisthenics for their enjoyment.
- Try to have fun when you are around your children at class and competitions.
- Look relaxed, calm and positive at class and at competitions.
- Let the coach do the coaching.
- Be there when your child performs poorly and be an understanding listener rather than a critic, judge and/or fixer.
- Communicate with your child and ask them how they are really feeling about their Calisthenics and about competing.
- Emphasise the good things your child did in preparing for and during competition.
- Follow the NCC Grievance process for guidance.
- Adhere to all Calisthenics Victoria, ACF and NCC rules, policies and guidelines.

Expected Behaviours Continued

Coaches / Assistant Coaches / Cadets

- Provide a safe and welcoming environment for team members and their families.
- Be a positive role model for NCC, team members and for the sport of Calisthenics.
- Behave and display control, respect, dignity and professionalism at all times and encourage your assistants, cadets and sections to demonstrate the same qualities.
- Respect the rights, dignity and worth of every team member, fellow Coaches, competitors, and Committee.
- Display leadership, dignity and professionalism to all involved in Calisthenics and encourage your team to demonstrate the same qualities.
- Be fair, consistent and honest with members, their families, other Coaches, Team Managers and Committee Members.
- Provide guidance and leadership to your team, including all Assistant Coaches and Cadets.
- Be an active role model and represent the Club with pride.
- Behave professionally at ALL times.
- Ensure the team member's time spent with you is a positive experience.
- Demonstrate clear and effective communication.
- Treat each team member as an "individual" by respecting their talent, developmental stages and goals.
- Provide a training program that is planned, organised and sequential.
- Always accept responsibility for your actions and behaviours.
- Promote an environment of teamwork, confidence and high self-esteem.
- Display high standards in your language, manner, punctuality, preparation and presentation.
- Communicate weekly class timetabling effectively with your sections.
- Communicate timetabling of extra practises including extra practises during school holidays.
- Attend scheduled Coaches Meeting and be actively involved in the future of the club.
- Open and effective communication with your Team Manager, Assistant Manager and Section Costume Coordinator on all matters relating to your Section.
- Adhere to all NCC rules, policies, guidelines and directives from the Principal Coach and Executive Committee.
- Organise a Team Members and Parents/guardians "Meet and Greet" session with your Sections two weeks into the commencement of class.
- Promote active support for the Club and fundraising commitments.
- Actively participate in the Club's fundraising endeavours.
- Operate within the rules of Calisthenics Victoria and ACF, and in the spirit of Calisthenics.

Consequences for Breaches of Expected Behaviours and Code of Conduct

Failure by Members, Coaches, Assistant Coaches or Cadets to follow the above guidelines for Expected Behaviours and Code of Conduct will not be tolerated.

Newport Calisthenics Club Incorporated and the Executive Committee of the Club reserve the right to discipline any person who is in breach, in a manner that is deemed appropriate and fair.

Breaches may result in the following:

- Verbal or written warnings.
- Suspension from the team/club for a specified period.
- Removal of Coach, Assistant Coach, Cadet, or member permanently from the Team/Club.
- Reporting the behaviour to an appropriate external organisation such as Calisthenics Victoria, ACF, or governing bodies as seen fit.

CLUB CONTACT INFORMATION

For further information please do not hesitate to get in contact with NCC Committee;

Email: admin@newportcc.com

Phone: 0433 953 857

Website: <http://www.newportcc.com.au>

For contact details of the current NCC Executive Committee please refer to the contact section of our website or page 5 of this handbook.