2025

Members Handbook

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DOCUMENT CONTROL

All enquiries and comments relating to this document should be directed to:

NCC Executive Committee
Email: admin@newportcc.com.au

Version Control History

Version No.	Issue Date	Nature of Amendment/s
1	January 2025	Updated for 2025. Amendments include: ● Review and update of coaching terminology ● Re-write of Expected Behaviours, for simplicity and clarity ● General updates to dates and current custom and practice ● 2025 Fee Update

Approval

Approved by	NCC Executive Committee
Approval Date	January 2025
Review Date	January 2026

WELCOME

Welcome to Newport Calisthenics Club (NCC).

We are delighted that you have decided to join us and look forward to supporting you in achieving great success with your sections in 2025.

INTRODUCTION

The NCC Members Handbook is your resource guide which contains important information for the 2025 Calisthenics Season.

Members are required to read and familiarise themselves with the following documents prior to the commencement of classes:

➢ NCC Members Handbook
➢ NCC Constitution
➢ NCC Grievances and Complaints Policy

ABOUT NEWPORT CALISTHENICS CLUB

NCC was established in 1932 and originally operated out of the Newport Baptist Church on Mason Street in Newport.

NCC has a strong participant base of over 100 members, volunteers and coaches, some across multiple generations. We are a competitive club and each section attends four to five competitions each year. We have teams in sections from Tots through to Masters, along with many members who also choose to compete in Solo, Duo, and Graceful competitions.

Calisthenics overall has gradings from Championship level through to Division 11. Sections at Newport Calisthenics Club vary, ranging from Division 1 through to Division 5.

NCC operates under the Newport Calisthenics Club Inc. Constitution and Rules, January 2019 (the NCC Constitution) as well as the NCC Policies and Guidelines Handbook.

These guidelines exist to ensure that everyone at the club has a clear understanding of their obligations, whether they are a competing member, parent/guardian, volunteer, or coach.

Our coaches are accredited consistent with the specifications of Calisthenics Victoria and the Calisthenics Coaching Accreditation Framework. NCC's coaches also hold Level 2 First Aid Certificates and all assistants and coaches over 18 hold current Working with Children Checks.

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

GOLD LEADING CLUB
CALISTHENICS VICTORIA

CALISTHENICS VICTORIA (CV)

CV 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.

CV 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

2025 COMMITTEE

The NCC Committee is made up of competing members, parents/guardian, and volunteers and consists of Executive and General Committee members. Positions on the Committee are elected annually at the Annual General Meeting (AGM) held in February each year.

Executive members include: President, Vice President, Secretary and Treasurer. General Committee Members are also appointed, and these members are each responsible for a specific portfolio, which assists in the planning and every day running of the club.

Meetings are held on average once a month. All parents/guardians, coaches, and members over 18 years of age are welcome to attend.

The committee is guided by the NCC Constitution which can be found on the NCC Website. Our Committee members are also listed on the NCC Website.

CLASS

All NCC classes in 2025 will be held at Dream Academy Studios, unless otherwise advised. Please refer to Newport's BandApp for class times. Changes to times or locations will be updated on BandApp.

What to Bring to Class

- Rods
- Clubs
- Practice Aesthetics skirt
- Water bottle
- A healthy snack, if required
- Props/Costumes 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, cause problems when using apparatus, and cause injuries. Feet must be bare during classes and hair should be neat and worn up away from the face.

Appropriate clothing includes:

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

All items must be **BLACK**. Some of these items can be purchased via our on-line merchandise store, dance stores or retail shops.

All equipment must be sized correctly for each member by the coach at the beginning of the year and can only be taken home once the first fee instalment has been paid.

In our younger sections up to and including Intermediates, rod and clubs hire is included in your annual fees. Aesthetics skirts can be purchased through NCC at the beginning of the year, through our online store or purchased externally.

Please see the members fees policy on page 11 for more information regarding the hiring, purchase, and return of apparatus.

ATTENDANCE

Regular attendance and punctuality are essential at NCC, just like for any other team sport. Without regular attendance, progress of the team may be impacted and for the individual it may be difficult to keep up with the new work taught each week. **Practices may continue throughout school holidays (at coaches discretion)**, but class times, days and venues may vary. Your Team Manager will notify you of any changes to classes via BandApp.

Team members are asked to arrive 10 minutes before the start of class to allow for class to commence on time. We do not encourage members to attend class if they are unwell. If you are unwell, or for any other reason are unable to attend class, or will arrive late, please notify the Coach and/or Team Manager via BandApp.

Parents/guardians and siblings are not to enter the studio during class unless invited in by the coach to ensure the teams can focus on their lesson.

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

LOST PROPERTY

All items are required to be clearly marked with members' names. Every attempt will be made to collect lost property by your Sections Administrators and Coaches, however there is no responsibility taken for items lost.

At competitions and backstage, we strongly discourage participants 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.

MEDICAL EMERGENCIES AT CLASS AND COMPETITIONS

Medical conditions must be disclosed during the registration process. Where applicable, management plans **must** be uploaded during registration or a copy emailed to the secretary (admin@newportcc.com.au), a copy will then be provided to the section's coaching team.

If an insurance report is required contact your Team Manager.

In the case of injury or significant illness, medical clearance must be provided before a member can return to active engagement in class, performance or competition. Medical clearance certificates should be emailed to the secretary (admin@newportcc.com.au).

2025 SUITE OF ITEMS

Section	Items Performed
Tots	Freearm, Rods, Song & Dance
Tinies	Freearm, Rods, Aesthetics, Song & Dance
Sub-Juniors	March, Clubs, Freearm, Rods, Aesthetics, Song & Dance
Juniors	March, Clubs, Freearm, Rods, Aesthetics, Revue
Seniors	March, Clubs, Freearm, Rods, Rhythmical Aesthetics, Dance Arrangement
Masters	March, Clubs, Freearm, Rods, Aesthetics, Revue

COMPETITION UNIFORM

Members are required to wear NCC club uniform on arrival to and departure from competitions, attending our end of year concert or any event where the member is representing NCC.

The uniform consists of;

- NCC Club Jacket (compulsory item for all members) - Approximately $75.00 new
- NCC Club Polo, NCC Club Black T-shirt or Plain Black T-shirt (no logos)
- Black dance pants or Black Leggings
- Plain black shoes (no slippers, thongs or Ugg boots)

Any competitive member attending a competition as a supporter is encouraged to wear a club top and/or jacket teamed with black pants, as you are representing NCC.

When competing, 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.

Merchandise can be purchased from the NCC Online Store can be found at www.newportcc.com.au

For all enquiries please email our Merchandise Coordinator merchandise@newportcc.com.au

CALISTHENICS VICTORIA REGISTRATION FEE

In addition to the NCC Annual Member Fees, Members must also register with Calisthenics Victoria (CV) at the start of each year. This provides each member with 12 months' insurance and membership with CV.

The cost to register in 2025 will be **$97 per member (including GST)**.

Members competing in Solo Competitions need to be registered with CV prior to 7 February 2025 to be eligible to compete.

All other members need to register by **1 March 2025** to attend class with the Club. Coaches may ask members to sit out until they are registered as no insurance cover is provided until registration is completed. If you are trialling a class (new member), then you must register for our 'come and try classes' before you attend via Revolutionise. Registration needs to be completed and paid after your two (2) week trial ends before you can continue.

MEMBERSHIP FEES

NCC is a not-for-profit club that relies on members fees, sponsorships, grants, 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.

NCC Annual Member Fees

The Annual Member Fees are the costs for a member to participate in calisthenics at NCC. They include, but are not limited to:

Item	Tots and Tinies	Subbies	Juniors	Inters	Seniors	Masters
Cost of coaches and assistants	✓	✓	✓	✓	✓	✓
Cost of studio hire	✓	✓	✓	✓	✓	✓
Competition Entry Fees	✓	✓	✓	✓	✓	✓
Extra practices prior to competitions	✓	✓	✓	✓	✓	✓
Club and Rod Hire	✓	✓	✓	✓		
Costume Hire	✓	✓	✓	✓	✓	✓
Fancy item one off costumes	✓	✓	✓	✓	✓	
Medals/trophies/awards	✓	✓	✓	✓	✓	✓
Stage Rehearsal	✓	✓	✓	✓	✓	✓
Concert (participating member costs)	✓	✓	✓	✓	✓	✓
Club running costs	✓	✓	✓	✓	✓	✓

Fee Instalments

Fees are calculated on a 40 week basis across the year and are paid via instalments. As such, any missed classes are not credited nor are make-up classes available.

In 2025 fees can be paid via the below instalment options:

- Annual Payment (1) instalment
- Three (3) instalments
- Five (5) Bi-Monthly instalments
- Nine (9) Monthly instalments

All fees must be paid in a timely manner with payments due 14 days after invoices are issued. All fees are due on the 28th of the applicable month. Invoices will include available payment options details.

Note: credit card payments will incur a surcharge

Statements will automatically generate monthly for outstanding invoices.

Frequency of Fee Payment Options

2025 Fees				
	Annual Payment Due 28 Feb 2025	3 Instalments (Feb, May, Aug)	5 Bi-monthly Instalments (Feb, Apr, Jun, Aug, Oct)	9 Monthly Instalments (Feb - Oct)
Tots	**$600**	**$200**	**$120**	**$66.67**
Tinies	**$900**	**$300**	**$180**	**$100**
Sub-Juniors	**$1,170**	**$390**	**$234**	**$130**
Juniors	**$1,170**	**$390**	**$234**	**$130**
Intermediates	**$1,242**	**$414**	**$248.40**	**$138**
Seniors	**$1,242**	**$414**	**$248.40**	**$138**
Masters	**$1,170**	**$390**	**$234**	**$130**

During registration you will be asked to select your preferred payment frequency and agree to our fees policy.

Family and Other Fee Discounts

In 2025, the below fee discounts will be on offer:

- 10% Family discount: discount on the annual fees for the lowest paying member of the same family. For example, if a family has a Sub-Junior and Junior student, the 10% discount is applied to the Sub-Junior member's fees. Families with two (2) or more members under the age of 18 will be considered a family and will be eligible for the discount. Siblings over the age of 18 will no longer be considered as part of a family and no discount will apply.
- 10% Assistant/Helper Rebate: Assistants and Helpers are entitled to a rebate on their (or their child's fees) where all expectations and criteria have been met for the year. Rebate will be applied to the last fee instalment.

Additional Items Required

The following table outlines a list of additional extras which may need to be purchased.

Compulsory Out of Pocket Expenses						
	Tots and Tinies	**Subbies**	**Juniors**	**Inters**	**Seniors**	**Masters**
Club Jacket	✓	✓	✓	✓	✓	✓
Rod, and Clubs					✓	✓
Class attire – leggings, leotards, all black	✓	✓	✓	✓	✓	✓
Practice Aesthetics Skirt	✓	✓	✓	✓	✓	✓
Leg tan, makeup, hairpins, hair nets and hairspray	✓	✓	✓	✓	✓	✓
Dance Shoes (If specified by coach)	✓	✓	✓	✓	✓	✓
Bodysuit	✓	✓	✓	✓	✓	✓
Wiglet (If specified by coach)	✓					

Optional Extras		
Additional Merchandise	Rod Covers – recommended for safety reasons	Photography/ Videography
Ballarat Accommodation	Audience concert tickets and Program	Event Tickets
Body Boards for Sequining	Audience Competition Tickets	Medal Sash or Vest
Skill level classes & exams - optional & invoiced separately	Solo fees – if participating – optional and invoiced separately	

Please Note: Some above items will be sourced by your team's Section Manager 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.

RODS / CLUBS / PRACTISE AESTHETICS SKIRTS

- Tots / Tinies / Sub-Juniors / Juniors / Intermediates hire rods and/or clubs from the club.
  - **New members are only able to take home these items once their first fee instalment has been paid.**
  - There is a replacement fee of $30 if clubs or rods are damaged or broken. Section Managers or coaches will notify the Treasurer regarding any broken clubs or rods so that the Treasurer can invoice the member for the replacement.
- Seniors and Masters own their clubs and rods.
  - Senior and Master members retain their rods and clubs at all times
  - These sections can either source their own apparatus, or contact the Costume Coordinator to purchase one through the club via email Costumes@newportcc.com.au
  - All purchases through the club must be paid in full in order to receive the apparatus

	Rod	**Clubs**	**Practise Aesthetics Skirt**
Apparatus / Equipment	From $6	From $40	From $30

Please Note: Base prices are as quoted in 2025 for the smallest size.

Return of Apparatus

Tots, Tinies, Sub-Juniors, Juniors and Intermediates hire their clubs and rods from the club to reduce expenses and these items remain property of the club.

At the beginning of the year, coaches will distribute apparatus to members who can take them home once both the CV registration and the first fee instalment is paid in full and will hold onto the apparatus throughout the calisthenics season.

At the NCC Annual Concert members from these sections must hand their apparatus back to the coach once they come off stage. Apparatus hire is also offered by the Club over the summer for continued practice. This option will be provided in the lead up to the concert.

For members engaged in the end of year CV skills program, they will hold onto their apparatus and return them to the coach once their exam concludes.

COMPETITIONS

- All sections compete in competitions each year from approximately July until October.
- Each section will generally attend 4-5 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.
- **Competitions are a compulsory requirement for Calisthenics**.
  - Non-attendance does affect the team's performance and its members on stage as it will change the choreographed patterns and partner work and the team may incur a 5-point deduction per item.

Prior to Competition Arrival

- Members need to arrive at competitions at least one (1) hour prior to commencement.
  - This allows time for the members to have make-up applied and warm-up/practice.
  - Members will need to wear bodysuits or flesh coloured underwear under their leotards. These can be purchased from dance shops.
- 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.
- At competitions, all competing members are required to arrive and depart from competitions wearing the NCC uniform, which consists of the Club Jacket and Polo/black T-shirt, black dance pants/black leggings, and plain black shoes.
  - 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.

At Competition

- 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.
- The coaching team are the only helpers allowed in the dressing rooms during competitions.
  - ALL parents/guardians who enter the dressing room to pick up or drop off their child 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.
- All Members within the Club attending competitions are required to pay their own entry fees.
  - These fees vary from competition to competition.
  - Most competitions require you to pay cash on the day or book online prior to the competition.

- At times our Club may be asked to arrange a door person to assist at competitions. NCC 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 that they do not run around the auditoriums and show respect for the other teams performing on stage.
        - Should your children become loud or 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 NCC merchandise as well as covering their legs and feet.
- Together with Calisthenics Victoria, NCC promotes healthy eating. We encourage all members to bring along healthy food options to competitions.
    - Please ensure that any food will not stain or leave marks on the costumes.
    - 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, blanket, or NCC Merchandise.

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
- 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 refrain from walking around backstage in your body suit.
- Pants and shoes should always be worn in the theatre.

Costumes

NCC prides itself on providing beautiful costumes to its members. Costumes are provided for each item to be used for stage rehearsal, photo day, competitions, concert and any other club displays. NCC holds

a range of costumes that are rotated each year, and new costumes are also added to the club stock annually.

Please ensure that when costumes are given out at class that they are then stored in costume bags and hung up for the season. Costumes must be bought to each competition and class where requested, and must be looked after during the competition season. Any significant repairs, not considered general wear and tear may be on-charged.

Laundering should not be required during the season, however please contact your section's costume coordinator if spot cleaning is required. Costumes cannot be worn for any non-club events.

Care will be taken to select age appropriate music and costuming. This includes ensuring music does not contain explicit language or adult themes. Costuming will provide adequate coverage of the body and be age and style appropriate.

SOLO, DUO, TRIO & GRACEFUL GIRL COMPETITIONS

Calisthenics Solo, Duo, and Trio items provide an opportunity for NCC Performers to learn a routine on their own, or with a friend, and perform at competitions held in the first half of the year, throughout Victoria.

CaliStars Solo

Introduced in 2024, this stream is designed for performers with a disability (physical and/or intellectual) who wish to compete in solos but feel the competitive environment is not suited to their needs.

Calisthenics Graceful Solo

The performer works to a flowing piece of music, and interprets the music through story, body movements and facial expressions, to exhibit technique, softness, and emotion.

Calisthenics Physie Solo / Duo / Trio

The performer/(s) combines aspects of dance and freearm to demonstrate natural uniformity of rhythm and grace through strong technique, strength, control, flexibility, and stamina.

For additional information: http://calisthenics.asn.au/competitions/solo-and-duo-competitions/

	5 - 7 yrs	8 - 10 yrs	11 - 17 yrs	18+ yrs	26+ yrs
Calisthenics Solo	✓	✓	✓	✓	✓
Graceful Solo		✓	✓	✓	✓
Duo		✓	✓	✓	✓
Trio			✓	✓	
		Can compete in **all 3** sections offered	Can compete in **all 4** sections offered	Can compete in **all 4** sections offered	Can compete in **all 3** sections offered

Eligibility

Solos are available for all members aged 5 years and above, please see the table above for item eligibility.

Expressions of interest in partaking in a solo, duo or trio will be sent out by NCC in October to allow time for registration, and appointment of coach (where needed) for the next year's Solo Competition Season.

Coach Appointment

NCC has a range of qualified coaches available to members. If you are new to solos, NCC can appoint a coach on your behalf after receiving your expression of interest.

Responsibilities

The coach is responsible for organising hall hire (in conjunction with NCC), training days and time, music choice and choreography, providing advice on costume options and supporting performers on the days of competition (including preparing hair and makeup). Please ensure you are registered and entered into competitions on time to avoid late fees or entry rejection.

Expenses

NCC does not include solo season costs in the NCC Annual Member Fees. All costs involved must be negotiated with the chosen coach and NCC can facilitate invoicing and payments with coaches agreement (where using NCC coaches). Expected costs include:

- **Coaching fees –** prices are set by the coach and are external to NCC. Payments can be facilitated by NCC.
- **Hall hire –** Please have discussions with your chosen coach as prices are set by the venue. Payments can be facilitated by NCC.
- **Costumes, headpieces and props–** Costumes and headpieces can be custom made, purchased, or hired. NCC has a range of costumes available for hire (Please contact the Committee Costume Coordinator costumes@newportcc.com.au) There are also community facebook pages selling and/or hiring out costumes.
- **Competition entry fees –** Competition entry fees range from $50 to $85 per item and are set by Calisthenics Victoria and local competitions. These must be entered by soloists directly
- **Performance USB/Photos** – On-stage photography and/or videography will be available in 2025.

NCC Costumes for Solo, Duo or Trio Hire

Should a coach/member wish to hire an NCC Core item costume for their solo, duo, trio or graceful item the following applies;

- Coaches to seek written approval from NCC Costume Coordinator
- No alterations or revamping can be made to the costume
- Photos of the costume before and after hire are required to be submitted
- A bond and hire fees are to be paid in advance before collection of the costume

Section	Bond for Core	Hire of Core Item Costume	Bond for Aesthetics Costume	Hire of Aesthetics Costume
Tinies	$55	$30	N/A	N/A
Sub-Juniors	$70	$40	$120	$60
Juniors	$70	$40	$120	$60
Intermediates	$85	$60	$155	$80
Seniors	$85	$60	$155	$80
Masters	$85	$60	$155	$80

Headgear can be hired for $10 with a $10 deposit per item

NCC EVENTS

Solo Display

This event is held at the end of the Solo Competition season to provide an additional performance opportunity for NCC Soloists. Entry requirements and costs will be provided in early 2025 for the 2025 Soloists.

Stage Rehearsal

This event is held in the lead up to section competitions 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 for the commencement of Section Competitions.

Photo Day

Team photos are taken by a professional photographer each year and it is important that all members attend. 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.

Presentation / End of Year Event

NCC's Presentation and/or End of Year Event is an event held in early-mid November to celebrate the achievements of the club, members, and volunteers. Awards may be presented across a number of categories such as:

- Competition Medals
- Years of Service and Perpetual Trophies
- Coaches and Attendance Awards

Depending on the format of the presentation event, awards may be presented at the concert instead.

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.

AWARDS

At the end of the year competing participants of NCC are given a medal for team items they have competed in and placed first, second or third.

Perpetual Trophies and Awards

At the end of each year, to celebrate our members who show outstanding calisthenics skill, NCC can award four (4) perpetual trophies. These are awarded to competing members who display our club values including team spirit, respect, discipline, cooperation, dedication, commitment, and friendship. These perpetual trophies are 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

We recognise this award in honour and memory of Sue, who was a past parent of NCC. Sue embodied the spirit of the aesthetics section. Sue loved the music, grace, and poise of aesthetics and being a hairdresser, always ensured the girls looked beautiful and had the most stunning hairstyles for aesthetics. To enhance her wonderful hairstyles, Sue was amazing at creating headgears and made sure they matched the girl's aesthetics dresses and hair perfectly. This award is dedicated to a NCC member, who like Sue, embodies the item of aesthetics, who not only performs beautifully on stage but works at class every week with grace and poise, appreciating the music, feeling and beauty of the item.

Club Girl

Awarded to a competing team member who consistently demonstrates the highest level of dedication, service, endeavour and commitment to NCC. Someone who represents the true club spirit, works to their potential, supports their own team and other teams, participates in club events, has a positive influence, and builds good rapport with team members and coaches.

Shining Star

Where the Junior Prem girl is awarded to a Junior, but there is a Sub-Junior or Tinie that may meet the majority of the Prem Girl criteria, we have introduced an additional trophy that can be awarded to that Sub-Junior or Tinie, at the discretion and agreement of the junior coaches.

Please Note: Refer to 2025 NCC Policies and Guidelines Handbook below for the Club Awards Policy to check eligibility.

NCC Club Recognition Awards

Life Membership

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

Service Award

Awarded to a competing member, volunteer, or parent/guardian of NCC. This award is given for exceptional and ongoing contribution of 10 or more years 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.

Members Years of Service

NCC believes it is important to award competing members for their years of service. For this reason, members will be awarded once they reach 5 years of service competing with NCC and then every 5 years after (i.e., 10 years, 15 years, 20 years).

Calisthenics Years of Service

NCC believes it is important to recognise competing members' years of service to Calisthenics. For this reason, we have introduced an optional Years of Service medal to celebrate members calisthenics service across any number of clubs. Members can provide details of their years of service for every 5 year interval, to request the applicable years of service medal, which at their cost, will be presented and celebrated at the concert. This award is available to all existing and previous members of NCC.

Section Awards

Coaches Award

Nominated by the section coach, the coaches award is awarded to a member that displays positive team attributes.

Most Improved Award

Nominated by the section coach, the most improved award is awarded to a member who strives to continually improve by taking on corrections, feedback, continually learning new skills and technique.

Encouragement Award

Nominated by the section coach, the encouragement award is awarded to a member whose coaches can see a great deal of potential in and they consistently show a willingness to learn and practice each new skill until they master it.

Attendance Award

Awarded to a member who attends every class, or has only one absence, in the 2025 season.

Coaches will be taking attendance from the commencement of 2025 classes. For members who join NCC after this date, attendance will be taken from the date of joining. One absence is allowed without impacting eligibility.

COMMUNICATION, FEEDBACK & ISSUES

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

- Newport BandApp (preferred and default method)
- Face to face
- Text Message
- Phone Call

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 and Complaints

Whilst we strive for positive and harmonious relations between all parties, unfortunately sometimes problems may arise. In this event, please follow the process set out in the separate NCC Grievances and Complaints Policy

POLICIES AND GUIDELINES HANDBOOK

Please see the Policies and Guidelines Handbook below which contains important information about NCC guidelines, policies and procedures.

Policies in the NCC Policies and Guidelines Handbook includes:

- Code of Conduct
- Social Media and Communication Policy
- Team Selection Policy
- Members Fees Policy
- Entry/Leaving Policy
- Club Awards Policy, and more

Please Note: All members, coaches, assistants, volunteers parents/guardians are required to read and sign the Code of Conduct to confirm you have received a copy of the Newport Calisthenics Club Policies and Guidelines Handbook and agree to abide by the terms

2025

Policies & Guidelines Handbook

CODE OF CONDUCT

A Code of Conduct is described as a set of statements set out by a Club and considered to be an acceptable standard of behaviour and conduct. These codes provide a guide and basis of expectation on how NCC expects its coaching team, committee, members and parents/guardians to behave.

Members

- 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/practice (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.
- Use images and videos posted on the BandApp for personal use only.
- 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 and Calisthenics Victoria.
- Remain with the club and give 100% to practises and competitions during the calisthenics season.
- If you wish to leave NCC or calisthenics, do so after the competition season out of respect for your coaches and teammates.

Parents/Guardians/Families

- Familiarise yourself with all the information contained in this handbook.
- Let the coach do the coaching.
- 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 and scheduled lessons, practises, rehearsals, concerts, competitions or camps.
- Parents/Guardians are not to remain in the practice room unless asked to by the 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 required costumes for your child are completed within the stipulated time frame.
- Keep 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.
- Look relaxed, calm and positive at class and at competitions.
- 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 and NCC rules, policies and guidelines.
- Use images and videos posted on the BandApp for personal use only.

Coaching Team

- Treat all participants with respect at all times.
- Be honest, consistent and honour all promises and commitments, both verbal and written.
- Provide feedback in a caring, sensitive manner by avoiding negative feedback.
- Recognise participant's rights to consult with other coaches and advisors. Cooperate fully with other specialists.
- Treat all participants fairly within the context of their sporting activities, regardless of gender, race, origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
- Encourage and facilitate participant's independence and responsibility for their own behaviour, performance, decisions and actions.
- Involve the participants in decisions that affect them.
- Determine, in consultation with participants and others, what information is confidential and respect that confidentiality.
- Encourage a climate of mutual support among your participants.
- Refrain from any personal abuse, forms of harassment towards your section, committee and parents/guardians.
- Encourage participants to respect one another and to expect respect for their worth and individuals regardless of their level of ability.
- At all times use appropriate training methods, which in the long term will benefit the participants and avoid those, which could be harmful.
- Ensure that the tasks/training set are suitable for age, experience, ability, physical and psychological conditions of the participants.
- Avoid situations with your participants that could be construed as compromising.
- Actively discourage the use of performance enhancing drugs, the use of alcohol, and illegal substances.
- Respect the fact that your goal as coach may not always be the same as that of the participant.
- Aim for excellence based upon realistic goals and due consideration for the participant's growth and development.
- Recognise individual differences in participants and always think of the participant's long-term best interests.
- Set challenges for each participant which are both achievable and motivating.
- Act as a role model that promotes the positive aspects of the sport of calisthenics by maintaining the highest standards of personal conduct.
- Project a favourable image of the sport of calisthenics and of coaching at all times.
- Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the participants.
- Obtain and maintain appropriate qualifications; keep up to date with the latest coaching practises rules and the principles of growth and development of all participants.

- ➢ Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, adjudicators, administrators, parents/guardians and spectators.

Consequences for Breaches of Expected Behaviours and Code of Conduct

Failure by Members, Coaches, Assistant Coaches, Cadets, and/or Parent/Guardian to follow the above guidelines for 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, or governing bodies as seen fit.

SOCIAL MEDIA AND COMMUNICATION POLICY

Communication Tools

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 and potential members:

- Newport Calisthenics Club's website
- Newport's BandApp
- Social Media Sites, including (but not limited to) Facebook, Instagram and TikTok
- Emails
- SMS

Our communication will protect members' privacy, and maintain clear boundaries.

BandApp

BandApp is the default communication tool for current NCC members. In addition to communication about training times, competitions, costumes, events and other NCC matters, it is a vital teaching and coaching tool.

BandApp is for internal NCC purposes and any images or videos posted are for personal use only, subject to the following exception. During competition season, team photos that are posted to BandApp may be used to celebrate the team's achievements on Newport's social media sites. This will be communicated to relevant members at the time, and any members who have not opted in to social media will have their image blurred/concealed.

The downloading and distribution of any images or videos from BandApp is inconsistent with the Code of Conduct and will not be tolerated.

The Marketing Officer, section coaching team, and any other necessary Committee Members are to be included on the Newport BandApp for communications.

No other person/s other than NCC members, volunteers, coaches, and parent/guardians are to be added to Newport's BandApp Section Pages.

Website

The Marketing Officer will provide accountability and control over material published on our club's website.

- Our website includes current information on class times, venues, competitions, social events, NCC Committee, handbooks, and the NCC constitution.
- The website may include photos of both present and past members of the club.

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

The Marketing Officer will provide accountability and control over material published on all social media sites, such as Facebook, TikTok, and Instagram.

- Coaches and Assistants over the age of 18 cannot be “following” or be “friends“ with any of their section’s members under the age of 18 on social media platforms including but not limited to Facebook,, Youtube, TikTok, Instagram & Snapchat.
- We treat all social media postings, blogs, status updates and tweets as ‘public content’.
- On registration, members can opt-in to have their image and/or other identifying information appear on Newport’s social media sites. The opt-in must be for all of Newport’s social media sites as the club is unable to manage different opt-in choices for different social media platforms.
- Where a member has not opted in to appear on Newport’s social media sites, their image may be blurred (or otherwise concealed) in a team photo, where they are unable to be excluded from the team photo.
- 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.

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.

- This means that if a Coach, Assistant, Team Manager, Committee Member, or the like needs to direct a message to a minor, the minors parents/guardians must be contacted.
- Minors should not be messaged privately without parents/guardian’s knowledge

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 social media, websites or shared among others outside of the relevant section.

Non-Compliance

- Offending posts will be removed and those responsible will be given a warning due to a breach of the NCC social media and communication policy.
- Should a person continue to breach the NCC social media and communication policy they will be blocked from all NCC social media sites.
- 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.

- Under certain circumstances, cyber bullying (e.g. bullying that is carried out through internet services such as email, chat rooms, discussion groups, instant messaging or website) is a criminal offence that can be reported to the police.
- Members who publish false or misleading comments about another person in the public domain (e.g. Facebook, Instagram, TikTok, Newport's BandApp, and YouTube) may be liable for defamation.

TEAM SELECTION POLICY

Our club supports an open and fair process for the selection of teams. Team selections are based on specific criteria with the aim to;

- Form a consistent and fair framework for team selection
- Increase the competitiveness of NCC
- 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 and understand the selection criteria and processes before commencement of classes
- Make fair and unbiased decisions based on the selection criteria
- To ensure that the selection policy applies equally to all members and that there is no discrimination based on race, sex, or religion
- To maintain open lines of communication and cooperation between coaches, members, parents and committee

Criteria for Coaches

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

- Attendance at competition and practise
- Good sportsmanship (values)
- Abiding by the NCC Constitution and NCC Handbooks
- 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.

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, physical ability, commitment, values and behaviour, not their personal characteristics or attributes (e.g. race, sexuality, religion)
- Selectors will consist of section coaches and assistants. Independent coaches may also be asked to assist with team selection decisions.
- As requested, or as necessary, members will be provided with reasons for non-selection and areas for improvement.
- 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
- A performer who is 16 years of age at 31st December, will be permitted to go up into the Senior section provided:
    - Written permission is obtained from Newport Callisthenics Club's Committee
    - There is no provision for such performer to work in the Intermediate section
    - That such upgrading does not jeopardise the Intermediate section of the Club.
    - If NCC does not have enough Intermediates to form a competitive team (A minimum of 5 members)

MEMBER FEE GUIDELINES

- For a new member who is joining NCC to cover an existing member's injury/ pregnancy/absence during the season, fees and associated costs must be discussed and agreed upon by both parties.
- If a member chooses to join NCC, however, would like to reduce their suite of items, they will be required to pay CV and NCC registrations, and section fees in full.
- If a member joins at NCC to increase numbers for an item (e.g. to create two teams of 8 for clubs), they will be required to pay CV and NCC registrations, and section fees in full.
- If an NCC member is asked by the coach of the older section (e.g. a sub-junior is asked by juniors coach) to join an item, they will be required to pay the total competition expenses including but not limited to competition entry and costumes as stipulated by the treasurer.
- Please Note: A competitor or team cannot compete in two age sections in the same item Except - Song & Dance, Calisthenic Revue and Dance Arrangement where a maximum of six competitors will be permitted to work up into an older age group on the proviso that the Intermediates working up into the Senior Section meet the Senior age requirement of 16 years.
- Any monies not paid by the 31st October 2025, will be considered overdue and may incur a 10% late fee (on monies owed only) at the close of the current year (31st December 2025). 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, costumes, equipment, and materials.

Outstanding Fees and Financial Difficulty

Please contact the Treasurer via email treasurer@newportcc.com.au regarding a payment plan option, if you are experiencing financial difficulty. All matters regarding fee payments are private and only discussed with the Treasurer (and other members of the Executive Committee if required). A payment plan can be established so alternative and appropriate repayments can be made.

Please Note: If fees are NOT paid by the 31st of October and no payment plan has been agreed with the Treasurer, members will NOT be eligible for years of service, nominated for Perpetual trophies or awards and will not receive medals until fees are paid in full.

Members with outstanding fees are unable to participate as an active member or committee member for the following year.

ENTRY/LEAVING POLICY

Late Entry

Newport Calisthenics Club will not accept new memberships after 31 March 2025 unless agreed upon by the section coach. If you would like to join NCC after this date, please contact the club secretary via email: admin@newportcc.com.au

NCC Membership Fees are all required to be **paid in full by 31 October 2025.** This is because fees are not based on a weekly cost, but an overall yearly cost divided into instalments to distribute expenses for members.

Any new members who join NCC to cover an existing member's injury/pregnancy/absence must approach the committee with the section coach and seek approval to join.

Leaving The Club

We understand that calisthenics may not be for everyone, 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 July to the end of November each year.

All departing members must officially write to the NCC Secretary to notify the Club of their withdrawal of membership via email: admin@newportcc.com.au

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.

Please discuss any outstanding fees with the Treasurer prior to leaving the Club. All goods and items hired from the club must be returned in good order as decided by the Costume Coordinator.

Where members may have suffered an injury, or are pregnant and are unable to complete the season, please contact the Treasurer to finalise fees.

If the member/coach has had a replacement approved by committee, fees must be paid in full by either the existing member or new member, and must be discussed and agreed upon by both parties.

All apparatus, equipment, costumes and property of the club must be returned on the day of departure.

Formula

The following formula will be used to determine any outstanding fees and costume costs;

- Total Fees / 40 weeks = weekly fee
- Weekly fee X Number of weeks attended = fee amount due
- Calculated fee amount due + costume costs* + other costs☆ = total amount payable

*Costume costs will be calculated based on **ALL** expenses incurred up to the date the NCC Secretary is officially notified in writing that the member is officially leaving, which are not included in the fee amount. All costs related to, but not limited to, sewing fees, materials, sheer, rhinestones, sequins, and more will be included in the formula.

Other costs include items which are outside of the annual fee breakdown or costume costs that the Club has paid on behalf of the member that need to be reimbursed on leaving the club.

CLUB AWARDS POLICY

To be awarded any award at NCC (Year of Service Award, Perpetual Trophy, Attendance Award, Most Improved Award, or Coaches Award), a competing member must:

- ➢ Be registered with Calisthenics Victoria for the current year in question.
  - All Fees are to be paid in full by **31 October 2025**, and in line with the NCC Fees Policy.
  - Section costs to be paid in full (i.e. fancy item costume, costs associated with Ballarat, etc.)
  - Member to have attended **all** competitions in the respective year
- ➢ Member to attend weekly classes and extra classes as stipulated by section coach (not miss in excess of 5 classes - excluding Attendance Award)
  - Should more than 5 classes be missed the member would not be eligible for a club award or service year.

Year of Service Award

In the event a member is injured during a calisthenics year and it is medically confirmed that they are unable to compete for the remainder of the calisthenics year, the following will apply regarding their eligibility:

- ➢ Must be registered with Calisthenics Victoria for the year in question
- ➢ A Medical Certificate/letter to be submitted to Committee
- ➢ All applicable fees are to be paid in full by 31 October 2025, and in line with the NCC Fees Policy
- ➢ Member continues to attend class as a team member (no participation, where possible)
- ➢ Applicable section costs to be paid in full (i.e. fancy item costume, costs associated with Ballarat, etc.)
- ➢ Member attends compulsory NCC events and activities

With all the above carefully measured the Club will consider and grant the member a year of service where applicable.

Attendance Award

You must have attended **all** classes (or have a maximum of one absence) from the commencement of 2025 classes or date of joining if you begin after this date, to be eligible for an Attendance Award.

Perpetual Trophy

A member is unable to win the same perpetual trophy twice within a 5-year period. To be eligible for any Perpetual Trophy, you must be a current participating member who has been at NCC for a minimum of three (3) consecutive years.