



# Club Information and Code of Conduct

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**Please read the Highbury Calisthenics Inc. Club Information and Code of Conduct information carefully as some of our terms and conditions have recently changed**

## **Welcome to Highbury**

We wish to welcome you and your family to Highbury Calisthenics Inc. and look forward to getting to know you and your child as they embark on their calisthenics journey!

This book contains a lot of useful and helpful information about the club. Don't hesitate to contact your coach, team manager, or a committee member should you have any further questions or wish to provide us with any feedback.

## **Club History and Information**

Highbury Calisthenics Inc. was originally established as the Holden Hill Calisthenics Club in 1982, the club held classes at the Holden Hill North Primary School until moving to its current location. For this reason, the club changed its name in 2000 to reflect the location change.

Our club is run by a Committee of Management where all members are encouraged to have a say in the way the club operates.

At Highbury we are lucky to have many talented and dedicated coaches who are all fully qualified and accredited by the Australian coaching council.

Our aim at Highbury is to provide an inclusive, safe and fun environment encouraging members to build confidence, gain skills, improve fitness and make long lasting friendships.

As a club run by its members, we encourage all families to participate and support the club whether it is by being on the committee, volunteering in a team support position or helping with fundraising.

Our Clubs AGM is held in October each year. Dates will be confirmed and advised accordingly.

# Calisthenics Association of SA (CASA)

Our club is affiliated with the Calisthenics Association of SA (CASA). CASA is the state body responsible for the development and promotion of calisthenics in South Australia. As affiliated members our club complies with all CASA policies, procedures and guidelines. You can refer to the CASA website at any time <http://www.calisthenicssa.com.au>

Every member of our club must be registered with CASA in order to be covered by Personal Accident and Public Liability Insurance. Registration with CASA is a yearly fee, which covers participants at class, competitions, club concerts and other club run events. This registration fee is non-refundable.

Registration Fees are detailed in the New Members Information and the Welcome Back information handed out each year.

## What is Calisthenics

Calisthenics is a uniquely Australian team sport. Often called “The Artistic Sport”, Calisthenics combines controlled exercise and gymnastics; apparatus technique with rods and clubs; marching; singing and dancing (ballet, folk and modern dance), which is choreographed and set to music.

Offering the best of sport and art, Calisthenics originated in Victoria from the earlier known physical culture, which was used at the time of the Gold Rush, as an activity to keep city dwellers fit.

The word Calisthenics, comes from the Greek words ‘kallos’ for beauty and ‘sthenos’ for strength. The sport aims to achieve those physical attributes, while encouraging the social development of participants through teamwork and friendship.

Calisthenics promotes a healthy body and a healthy mind. Being part of a team develops self-discipline, teamwork, commitment, responsibility, self-esteem and lasting friendships. The combination of movement and performance skills provides fitness, coordination, rhythm, grace, deportment and confidence.

## Privacy Policy

Highbury Calisthenics Inc. require member’s personal details for registration purposes only. The information collected is protected under the privacy act and will be treated accordingly.

The medical information given to the club, will be kept in case of any medical emergency.

It is against our club policy to post or upload any photos taken during lessons, competitions or any other club run event to the internet, without permission of those involved. This includes, but not limited to – Facebook, Instagram, Twitter, You Tube, Tumblr etc.

All members need to sign a photo, image and video release each year at Highbury Calisthenics Inc. This gives the club opportunity to use selected photos in advertising and social media.

Parents and family members are strictly prohibited from taking photos or video during competitions at the Royalty Theatre.

Competition DVD’s are available for purchase from a professional videographer during competitions.

**Please note: You may retract your consent for this publications and internet section at any time, however, it must be done so by writing, addressed to the Club President.**

## Social Media Policy

Social media is used at Highbury to communicate with members and share information. It has become an increasing problem in many sporting bodies where incidents of online discussions and posting of online content have caused distress to individuals or groups of members. In response Highbury expects members to be **RESPECTFUL AND COURTEOUS** in all social media communications relating to calisthenics. Think before you post a comment or respond to someone online and ensure that all communication is acceptable. Your comments may impact negatively on you and Highbury. Please also seek parental permission before posting pictures of another child on personal social media. Inappropriate communication will be referred to the committee for review.

## Coaches and Assistants

All coaches are fully trained, qualified to Level 1 and registered with the Calisthenics Association of South Australia. Coaches are continually updating their skills. More details on Coaches and Assistants are detailed on our facebook page.

# Class Overview

Our classes are designed to provide an environment that is suitable for all participants, no matter their age or ability and all items are choreographed to music at an age and skill appropriate level;

- **Figure March:** Competitors display marching techniques and patterns while highlighting good deportment and teamwork.
- **Free Exercises:** Mixed between traditional calisthenics moves such as lunges, squats, arm raises and gymnastics style movements such as handstands, backbends, walkovers etc. Great Flexibility and Control make this an exciting routine.
- **Rods:** The Rod itself is a length of metal the size depends on each competitor and is worked out by measuring from the centre of the chest to the end of the middle finger. Competitors use the rod to demonstrate flexible body and leg movements whilst twirling and twisting the rod, much like twirling a baton but no throwing is involved.
- **Club Swinging:** Competitors swing two wooden clubs in unison with perfect rhythm to music, advanced routines include moving through various patterns and executing leg movements.
- **Aesthetics:** Aesthetics exercises are a graceful form of dance, much like Ballet, where the competitors wear a long flowing skirt and tell a story using a variety of facial and body expressions. Moves should be soft and flowing but should also maintain poise, strength and flexibility.
- **Fancy Item:** This is on a rotation basis and changes every year adding variety to the performance. From Song and Dance, Song and Action, Folk Dance, Rhythmical Interpretation, Rhythmical Aesthetic and Calisthenics Review. Any of these variations of the Fancy Item still combines a combination of dance and is always a fun and very entertaining routine.

## Tinies

Aged 7 years and under as at 31 December of the calisthenics year  
Tinies perform three items being march, exercises and fancy item.  
A fourth item may be offered for 5-7 years being rods.

## Sub-Juniors

Aged 10 years and under as at 31 December of the calisthenics year  
Six items offered are march, exercises, rods, clubs, aesthetic and fancy item

## Juniors

Aged 13 years and under as at 31 December of the calisthenics year  
Six items offered are march, exercises, rods, clubs, aesthetic and fancy item

## Intermediates

Aged 17 years and under as at 31 December of the calisthenics year  
Six items offered are march, exercises, rods, clubs, aesthetic and fancy item

## Seniors

Aged 18 years and over as at 31 December of the calisthenics year  
Six items offered are march, exercises, rods, clubs, aesthetic and fancy item

## Team Selection and Team Stage Placement

Calisthenics is a team sport and every team member's participation, is vital to the overall result achieved.

As in all teams, each individual member has the ability to contribute and bring various qualities to the team performance. The coach of the team is best placed to identify these components and comprise the best possible team to achieve the best overall performance. Team selection is therefore the exclusive privilege of the coaches, with assistance from our coach coordinator or an alternative representative from time to time.

Questions regarding how individual participants may improve their skill level are encouraged, and should be addressed to the coaches and/or coach coordinator or the alternative representative from time to time.

## Commitment and Attendance

Lesson times, venues and fees are explained in more detail in the New Members Information and the Welcome Back information handed out each year

### Attendance and Warm Up

Calisthenics is a team sport, so it is important that all members attend every class for the year. Punctuality is also important. Please arrive 15mins prior to the scheduled commencement class time to warm up and be ready to start the class at the allocated time. Warm up techniques are demonstrated in class.

- All girls are expected to attend all lessons, as well as compulsory competitions and club events.
- Attendance is vital to a team's progress and success, especially during the lead up to competitions. We appreciate every effort to attend all trainings punctually. Please advise your team manager of any known absence. Compassionate and emergency circumstances are understandable and taken into account.
- A doctor's certificate is required for any illness or injury that prevents a member from participating in lesson for FOUR or more consecutive weeks. Please make your coach aware of any issues so work can be modified appropriately as to not exacerbate an injury.
- Class rolls are marked at the start of every lesson. Please make sure you arrive 15 minutes before your lesson time, ready to warm up. This is a vital part of the lesson to ensure you are adequately stretched for class, aiding in injury prevention.
- We encourage everyone to participate in other sports and activities outside of calisthenics. Please choose wisely so that you can be 100% committed to all activities you (your child) take on.
- We aim to encourage successful team work, and good sportsmanship at all times. Remember you are representing Highbury Calisthenics Inc. and your behaviour and attitude should reflect this at all times.

Children are easily distracted when parents/guardians/siblings are in the room during lesson, so much like a school environment, we kindly ask everyone to please wait outside during the lesson time.

If your lessons are at the Hope Valley Institute, you're welcome to stay in our parent's area which we use for costuming and general use. There is also a nearby playground you can use for siblings

whilst lessons are on. Please take care and respect these areas, and leave them clean and tidy when you leave.

## Competitions, Events and Club Uniform

It is **compulsory** for your child/ren to attend all our club events and competitions as part of the commitment and registration process at Highbury Calisthenics Inc.

A more detailed annual planning calendar will be available from your Coach and/or team manager when dates are confirmed. Please make sure you read ALL club communication however transmitted.

The club has a tracksuit which is compulsory for competitions. All Sub Juniors, Juniors, Intermediates and Seniors are required to purchase the compulsory club tracksuit items being the jacket and leggings. Tines are welcome to purchase these items however this is not compulsory as jackets will be loaned to all Tinies for use at Competitions.

Your Coach and/or team manager will advise what you will need for concerts and competitions including instructions regarding tanning, hair and makeup closer to the time.

## Class Attire

Members are expected to come to class dressed appropriately, with correct equipment ready to start on time. Please note for safety reasons, baggy or loose clothing will not be permitted. All attire is at the discretion of the coach.

### For Class:

- leotard (black)
- tights/leggings (optional, but must be footless) or bike shorts
- crossover / fitted top (optional, but must not be loose)
- hair in a neat bun
- bring a water bottle
- rods, clubs and aesthetic skirt each week if required
- minimal to no jewellery

## Equipment

Equipment may be required for training and performances, such as:

- a rod
- a pair of clubs
- an aesthetic skirt

All equipment is sized at the beginning of the calisthenics year by the coaches but is required to be purchased at additional cost to the individual (a competition rod is included in fees). Where possible 2nd hand equipment will be made available. Guidance will be provided by the Coach/team manager on where to purchase.

## Hair Kit

A hair kit contained in a small box is also worth while creating to take to concerts and competitions. A list of common inclusions are:

- hair brush
- teasing Hair Brush
- tail comb
- hair bands
- hair nets (not bun nets)
- gel
- hairspray
- bobby pins

## Fees

Refer to the New Members Information or the Welcome Back information handed out each year for detailed information about the fees.

## Payment Information

Highbury Calisthenics Inc. uses MYOB accounting software. Members will be invoiced for lessons and costume fees at the beginning of each term by email. Whilst we prefer that payments are made via direct bank transfer, we do accept cash or credit card payments at lessons (upon prior arrangement). Cash payments can be made to the team manager or a Committee member and upon a cash payment being made the payee will be given a receipt as proof of payment at the time of payment. Fees are required to be paid in full by the due dates, however you can opt to make these payments using one of the payment plan options. If you would like to arrange a payment plan please contact the club treasurer via [treasurer.highburycali@gmail.com](mailto:treasurer.highburycali@gmail.com)

- Fees are due and payable as detailed on each invoice
- Lesson Term Fees, Club Membership and CASA fees are non-refundable. They cover lessons, music, DLP's, coaches, hall hire, costumes, club equipment, insurance and sundries.
- The minimum costume account fees as outlined in the New Members Information and the Welcome Back information handed out each year are non-refundable. The amount is payable in full regardless of the start date
- All extra commitments – such as body stockings, clubs, aesthetics skirts, seamstress fees, wigs, hair kit, club tracksuit as well as suitable training wear, is the responsibility of parents and are not covered in fees.

**Bank Details:**

Bank: Bank SA Modbury  
BSB: 105 135  
Account No: 506 339 940  
Account Name: Highbury Calisthenics Inc

Our Club is a not for profit organisation. To continue to operate successfully, we need all members to pay their fees on time, to aid us in keeping up with the costs of running the club year round. If you are experiencing financial difficulty, or have any queries about your payment obligations, please contact our treasurer via email at [treasurer.highburycali@gmail.com](mailto:treasurer.highburycali@gmail.com). If you would like to speak to the treasurer please email your contact details and query and your call will be returned in due course.

**Missed Lessons**

Any lessons missed by a student will still be included in their term fees and payment is still required. Extended absence due to extenuating circumstance may be considered by the committee for fee exclusion. Please apply to the committee in writing for consideration.

Lessons cancelled by the club or coach will be utilised at an alternative time during the year..

## Overdue Fee Procedure

If payment has not been received within a further 14 days of the invoice due date or you cease making regular payments lesson attendance and/or any attendance to a club run event will not be permitted until fees are paid in full or regular payments are caught up and resume.

Please remember to contact any member of the committee or the treasurer for an exemption if your family is struggling financially.

Continued non-payment of fees will result in debt collection.

## **Important Dates: Lessons, Concerts and Competitions**

The Calisthenics year is divided into 4 Terms and runs from October – September.

All Members of the club, except Tinies, take part in the CASA Black leotard competition held at the Royalty Theatre during May.

Our Club runs a two night cali camp around June of each year. Sub-Juniors – Seniors are encouraged to attend the two night camp and tinies are encouraged to stay for the day on the Saturday. Cali camp has proven to be a highlight for our girls – a great time for team bonding and skill development.

Our Club Preview concert is usually held at the Dame Roma Mitchell Centre around June/July.

The CASA State Championships run at the Royalty Theatre, are held around the end of July to September and are the main event in the Calisthenics year.

A celebratory concert is held around the end of September.

To finish off the year and to acknowledge the achievement of the members a Presentation event is held around October.

**All dates, times and venues are advised closer to these events by your Coach or team manager.**

All our teams practice during school terms, as well as April and July school holidays. Please consider this when planning family holidays. If you expect to be absent please advise the Coach and team manager as early as possible.

The lead up to May Competitions, as well as State Championships in July-September is a very important time in our club and commitment and attendance at all lessons is paramount to the success of our club, your daughter as an individual, the team as a collective, and the performance on stage.

It is expected all participants will attend **ALL** extra practices in the lead up to competitions, as well as stage practice (at Royalty Theatre, dates TBC).

Please refer to your team's facebook group for details regarding when the team will return to lessons after State Championships.

### **Extra Practices**

All competitive teams will have extra practices as competitions approach. These generally occur from July through to September. All competitive teams will have at least one stage practice at the Royalty Theatre prior to competitions. Attendance at these sessions is compulsory. These times are allocated by CASA, due to the heavy theatre bookings and can fall at any time of the day/evening.

## Communication

Highbury Calisthenics Inc. uses various avenues to communicate with their members. These include;

- Highbury Calisthenics Members only Facebook Group & Team Facebook Groups
- SMS notification system
- Email
- Newsletters & Bulletins
- Various Other Apps from time to time

Your team manager is also available at lessons to answer any further questions or queries you have regarding your daughters calisthenics experience at Highbury.

Please email our Club Secretary for general enquiries, or our Club Treasurer for invoicing queries;

Club Secretary: [secretary.highburycali@gmail.com](mailto:secretary.highburycali@gmail.com)

Club Treasurer: [treasurer.highburycali@gmail.com](mailto:treasurer.highburycali@gmail.com)

## Volunteering and Class Representatives

Volunteers are always welcome with many jobs to be done. The committee and coaches are grateful to all parents, members and supporters who wish to give up their time to assist our club. There are many ways you can volunteer at our club including joining the committee, being a team manager or Costume Coordinator, assisting with costuming and sequinning, fundraising events (eg cooking BBQs, selling raffle tickets, helping at the club concert).

Each team needs a;

- team manager to assist the coach with relaying important information to parents, attendance record maintenance and general questions.
- Costume Coordinator to oversee costuming needs of the group and guide families in the making of costumes.

Everyone is welcome and the friendships and benefits are endless. Speak to your team manager or Committee member to find out more information about how you can become involved.

### **Dressmaking, Special Skills, Stage Props, Transportation and miscellaneous**

Do you have a special skill, an artistic flair, experience in building, access to materials like wood and paint, or just a great get in there and go attitude? Well now is the time for you to shine! We need assistance in all areas, from prop and set design, construction, decoration, coordination and transportation.

Please let your Coach, team manager or Committee member know just where your talents lie, or that you just want to be involved. This is a great way to bond with the other parents and friends within the club, especially if you're not a sewer.

**If you enjoy sewing and would like to be one of our dressmaker contacts please let your Team Costume Coordinator, team manager or Committee member know and we can give you some more information.**

## Code of Conduct

- Be a good sport and commit to your team, and their success.
- Let the coaches coach. All decisions made regarding team placement are at the coach's discretion, with assistance from our Coach Co-ordinator (or an alternative representative from time to time). No further discussion or correspondence will be entered into unless it is questions regarding how individual participants may improve their skill level.
- Respect the facilities of the Hope Valley Institute (Highbury Hall), Ardtornish Gymnasium, the Royalty Theatre and any other venue(s) used from time to time. Please make management aware if you have found any problems/issues so they can be addressed promptly.
- It is the parent/guardians responsibility to be aware of and committed to all compulsory club events and competitions, as well as prepared for term fee due dates, extra lessons and stage practices.
- Mobile phones are to be left in bags at all times.
- All valuables taken to lesson are done so at own risk.
- No profanity, or abusive language will be tolerated.
- Treat all participants from our club with respect regardless of their gender, ability, cultural background or religion.
- We strongly discourage withholding a child from lesson as a form of punishment, as this also affects their team mates.
- Smoking is prohibited within 10 meters of the entrances of our practice venues.
- Act respectfully towards adjudicators and members of opposing clubs, and respect the adjudicators decision.
- Respect and follow directions of coaching staff, team managers, Costume Coordinators and other Highbury Calisthenics Inc. club officials.
- Make no detrimental statements (including on Social Media such as, Facebook, Twitter, Instagram etc) in public about our club, participants or coaches. Please respect all other members of the Calisthenics community in South Australia, and interstate, where applicable.
- Follow all rules and requirements set out by Highbury Calisthenics Inc.
- As affiliated members our club complies with all ACF and CASA Codes of Conduct detailed in the AFC Member Protection Document. You can refer to the CASA website at any time at <http://www.calisthenicssa.com.au/forms>

## Additional Classes and Competitions

The club encourages individual development through participation in the Calisthenics Skills Program, Graceful Girl Competitions and Solo & Duo Competitions. Coaching is available through the club (at an additional cost).

Graceful Girl Competitions start around March and finish with the CASA Grading and Competitions in and around April/May.

Solo/Duo Competitions start around September and finish with the CASA Gradings and Competitions in and around October/November.

Experienced members are also encouraged to stand for selection to State teams (National team or Darwin team). The club is very supportive of the members who are chosen for this special opportunity.

Over the years the club has had representatives in both the National teams and the Darwin Development teams.

National Competitions run through June/July and Darwin Competitions run through September. For further information, please see your team manager, Coach or Committee member.

## **Duty of Care**

It is the expectation that parents enter the venue in all levels (except seniors) to collect their children. Coaches and team managers will not allow any child to leave the hall without a parent. It is an opportunity for team managers to also pass along any information to the parent that is required

## **Siblings**

It is the expectation that all siblings not taking part in a lesson are the parent's responsibility for supervision. It is not appropriate to leave siblings unsupervised at a training venue.

## **Child Protection Policies**

All Members and club volunteers over the age of 18+ - including committee members and executives, coaches, class assistants, team managers, backstage helpers, dressers and costume coordinators, are required, under child protection policies to have a valid Working with Children Check (formally a DCSI check).

Please contact our Member Protection Officer for further details about obtaining a Working with Children Check. This is a free service for volunteers.

During competitions, at no stage are parents allowed back stage. All girls are taken down by their coach or class assistant, and met at the end, in the foyer or as announced during the event.

During concerts only listed volunteers are allowed backstage.

These practices are in place to protect our children(s) safety and welfare and are paramount.

As affiliated members our club complies with all ACF Child Protection Policies detailed in the ACF Member Protection Document. You can refer to the CASA website at any time at

<http://www.calisthenicssa.com.au/forms>.

## Theatre Duty

As part of our association with CASA (Calisthenics Association of South Australia) we are required to assist with Theatre Duty in all competition seasons run by CASA (Calisthenics Association of South Australia). These dates will be communicated to our members.

We usually require 4 club members to assist in the running of duties at the Royalty Theatre on Competition Days, which can be evenings or weekends.

These jobs include – scanning entry tickets at the door, working the canteen and assisting backstage in the dressing room. All volunteers must have a valid Working with Children Check.

Our club can be fined up to \$50 per person by CASA, if we are not able to provide enough volunteers. Our club relies on volunteers, and Theatre Duty is one way you can give back to the calisthenics community and our club.

## Weather Policies

Our club follows the CASA heat policy. Please refer to the link below for further details

<http://www.calisthenicssa.com.au/forms>

Please ensure you dress appropriately in warm (and cool) weather for training inside the venue. Please wear appropriate footwear into/out of practice, and label all belongings.

## Complaint Procedure

While it is not expected that members will encounter difficulties it is necessary for a grievance procedure to be available. If a member is not happy with a decision or behaviour of an individual and feels that they have not been fairly treated the following actions can be considered:

- 1) Approach the president, coach, committee member or another trusted person within the club. This person should listen, give appropriate information, act as a support person and refer the matter to a mediator if necessary.
- 2) The member decides how they want to handle the complaint by:
  - A) The member wants to take no action
  - B) Sometimes a person wants to be heard and informed and it is not necessary to take informal or formal action
  - C) The member can take informal action where mediation is used to resolve conflict
  - D) If informal mediation is unsuccessful a written formal complaint can be made to the committee. Mediation may again be used, however, if unsuccessful the committee will investigate the issues surrounding the matter and the member will be informed of decisions made in writing.

All complaints will be handled in confidentiality, fairness, respect and timeliness.

## Fundraising and Club Merchandise

Highbury Calisthenics is a not for profit organisation, and actively keep our fees as low as possible to maintain affordability to our member. As a result we conduct many different forms of fundraising throughout the year. Please endeavour to support all fund raising events, as the money raised goes directly back to the club to help keep fees and extra costs down.

## Club Contacts

President	Email: <a href="mailto:exec.highburycali@gmail.com">exec.highburycali@gmail.com</a>
Secretary	Email: <a href="mailto:secretary.highburycali@gmail.com">secretary.highburycali@gmail.com</a>
Treasurer	Email: <a href="mailto:treasurer.highburycali@gmail.com">treasurer.highburycali@gmail.com</a>
New Member Liason	Email: <a href="mailto:highburycali@gmail.com">highburycali@gmail.com</a>
Member Protection Officer	Email: <a href="mailto:exec.highburycali@gmail.com">exec.highburycali@gmail.com</a>