



Pick Up and Drop Off Policy

Table of Contents

| | |
|---------------------------------------|---|
| 1. Policy Statement..... | 2 |
| 2. Review/Revision History..... | 2 |
| 3. Scope..... | 2 |
| 4. Facility Access | 2 |
| 5. Main Carpark..... | 2 |
| 6. Arrival of Athletes | 3 |
| 7. Pickup/Departure of Athletes | 3 |
| 8. Staff Responsibilities..... | 4 |

1. Policy Statement

Pearl Coast Gymnastics Club takes seriously our responsibility to ensure the safety of all members, especially children under the age of 18 years. In order to achieve this goal, to create a safe environment for all, we have implemented a Pick Up and Drop Off Policy to ensure that all participants are arriving and departing classes and events we host, safely.

2. Review/Revision History

| Date | Version | Comments |
|------------|---------|---|
| 23/10/2024 | 1 | Policy Implemented; Approved; Published to stakeholders |

3. Scope

This policy applies to all Pearl Coast Gymnastics Club parents, guardians, spectators, family members, staff, participants, athletes, officials and volunteers.

4. Facility Access

Access to the Pearl Coast Gymnastics Club facility is through the double doors located on the side of the gymnasium closest to the entrance ramp and the Performing Arts Centre at Broome Senior High School. Staff may enter the venue using other entrances including the fire doors near our equipment storage areas, however this is strictly limited to staff only, all other patrons should use the entrance listed above.

5. Main Carpark

The main carpark of the Pearl Coast Gymnastics Club facility is located at the front of the Broome Senior High School Performing Arts Building. The following also applies

- Parking is available in the marked bays only
- Parking on the dirt, or near the Pearl Coast Gymnastics Club Equipment Shed is reserved for staff only
- Vehicles are always the responsibility of the owner while parked on Pearl Coast Gymnastics Club grounds
- Driving around the facility is limited to 10km/h or otherwise indicated on signage
- Pedestrians are to walk on the footpaths provided, not in the red dirt as this may impeded Broome Senior High School traffic

Broome Senior High School has imposed restrictions on the places parents and members can park (as indicated above; Specifically, not on the dirt areas) to allow for storage of BSHS vehicles and access to staff. Vehicles not parked in the correct areas may be asked to move by club staff, and the vehicle may be towed.

6. Arrival of Athletes

- Athletes 9 years old and younger must be accompanied to the Pearl Coast Gymnastics Club waiting area, located inside the venue, by another individual who is 16 years or older. This may be the parent, guardian, immediate family member of the athlete or family friend.
- Athletes must be dropped off clothed appropriately according to weather conditions, including shoes.
- Athletes are not to be left at NDGC unattended at any time prior to the opening hours of the facility.
- Athletes should not be dropped any earlier than 15minutes prior to the commencement of their class, and must wait inside on the seating provided in the waiting area until their class commences
- The person dropping off the athlete should accompany the athlete to the toilet or drink fountain if required prior to the start of class, as these facilities are located outside the gymnasium
- Our staff are not able to supervise children prior to the start of class as they are often coaching another class beforehand. This is the responsibility of parents and/or the person dropping the athlete off

7. Pickup/Departure of Athletes

- Athletes must remain inside the facility and be seated in the waiting area until their parent or the person collecting their child arrives. Persons collecting their athlete must walk inside the venue – Athletes are not permitted to walk or wait in the carpark without a responsible guardian
- Athletes are not to wait in the car park.
- Our staff will make a reasonable attempt to supervise collection of athletes, however we highly encourage persons collecting to arrive on time.
- Any person collecting a child from Pearl Coast Gymnastics Club must be listed as a parent or guardian on the athlete's membership form. If, for any reason, the athlete is not leaving with their parent/guardian, the club or athletes coach must be notified.
- Athletes must be clothed appropriately according to weather conditions, including shoes.
- Pearl Coast Gymnastics Club staff should be notified in advance if the parent or guardian will be later than expected.
- If there are any parental/custodial court orders in place, the parent or guardian must notify the club.
- Athletes must be collected by the closing time of the service.
- Costs (fines) may apply to parents for athletes who are late to being picked up on multiple occasions.
- If athletes are picked up late on more than three (3) occasions, they may be removed from the program.
- In the event of an emergency, Pearl Coast Gymnastics Club reserves the right to act as staff deem appropriate.
- Athletes who transport themselves to/from the gym (self-drive/bus), must inform their coach.

If collection of an athlete is delayed by 15mins or more, staff will make attempts to contact the listed contacts on the athletes membership form via phone. If this becomes a repeated occurrence, that is more than 3 times in 2 weeks, or a parent is over 30mins late, or fails to make contact with the club, a fine of \$25 will apply.

All instances of late collections will be recorded by club staff.

While we understand life happens and sometimes we are just late, our staff do not wish to stand after hours or delay the locking up of the venue in order to wait for athletes to be collected. In addition, Child Safety requirements dictate that 2 adults at a minimum must remain with an athlete until they are collected.

8. Staff Responsibilities

- A Pearl Coast Gymnastics Club staff member will patrol the waiting area after each recreational class and ensure all athletes are seated in the waiting area until collected.
- Staff will remind all athletes to remain seated inside the venue before and after classes, at the completion of the class, or where otherwise deemed necessary.
- If a staff member has limited time to remain with athletes after their class, they may choose to ensure that all athletes are waiting inside the venue and then, if deemed appropriate, may continue to coach their class without directly patrolling the area, while maintaining a clear view of all athletes. Not permitted past 6pm.
- Staff will report all instances on late collections to the Pearl Coast Gymnastics Club Head Coach and Administration Team.
- Staff will ensure that all athletes remain seated inside the venue, and will phone or notify their supervisor should an athlete not be collected within 15mins of their class finishing.