

## MEMBER INFORMATION PROCEDURES

---

<b>POLICY NAME:</b>	Bunnerong Gymnastics Member Information Procedures
<b>DATE OF ISSUE:</b>	2019 (Reviewed annually)
<b>DATE OF REVIEW:</b>	January 2022
<b>CONTROLLING BODY:</b>	Board of Management of the Association

---

### DEFINITION

Member Information is the information provided by the Member to Bunnerong Gymnastics via the Club's Enrolment/Registration Form including personal and contact details, and any relevant information regarding medical conditions.

---

### PROCEDURE

1. New Members are required to complete an enrolment/registration form prior to the commencement of their first class each year.
  2. Information from the enrolment/registration form is entered or updated onto the Club database system. (Member Information is recorded on the Gymnastics Australia (GA) database upon receiving payment of the Registration Fee
  3. Once completed, the enrolment form is placed in the Member File in alphabetical order.
  4. The Member is enrolled into the appropriate class on the Club database.
  5. The class roll is accessible on the Club iPads and PCs.
  6. Any medical conditions or other relevant information for gymnasts will appear on the class roll.
  7. All member information is handled in accordance with the Club Privacy Policy.
- 

### ROLES & RESPONSIBILITIES

#### Administrator

- Ensure all members complete an enrolment/registration form
- Ensure member information is recorded on the club database and GA Database

- Ensure relevant member information is recorded on the class roll
- Ensure coaches are aware of any information relevant to the safe participation of the member
- Ensure all member information is handled according to the Club's Privacy Policy

#### **Class Coach**

- Check the class roll at the start of each term for member information
- Check the class roll when a new gymnast enters their class for member information
- Check the class roll when replacing another coach for member information
- Mark the class roll at the start of each lesson
- Ensure all member information is handled according to the Club's Privacy Policy

#### **Parent/Guardian**

- Provide information relating to the safe participation of their child on the enrolment form
  - Advise the Club of any changes to pertinent member information
-