



MEMBER REGISTRATION PROCEDURE

INTRODUCTION

Prospect & Enfield Kindergym Inc. is committed to providing quality, fun and safe general gymnastics programs allowing each participant to maximise their potential and develop at a rate suited to them. The club requires all participants to be registered in line with Gymnastics Australia requirements.

PROCEDURE

- A member registration form will be completed in full by the parent/guardian before participation in the first session
- Registration forms are sent via email prior to the first session. Failing that, a hard copy will be available from the Administration Officer at the front desk. Preferably the registration form will be filled out online.
- Prior to Term One, the Volunteer Management Committee will distribute the new year's registration form to all members who have indicated they are returning that year

Upon completion of the form:

- All completed registration forms are to be given to the Administration Officer
- The Administration Officer will enter the member details into the kindergym spreadsheet in the PEKG Member Registration System, upon their second session following the initial 'come and try' session
- The Administration Officer will advise the Volunteer Management Committee Enrolment Officer of the new enrolments and the Enrolment Officer will enter the details on to the Gymnastics Australia database within 28 days
- Hard copy forms will be alphabetically filed in the member registration folder and stored in line with the club Privacy Policy and Procedure
- The Administration Officer will inform the Kindergym Leader of any important details, such as medical conditions or special requirements, upon receiving the registration form

Policy name	REGISTRATION1	Approved by Committee on	Sept 2016
Source	PEKG	Reviewed by Committee on	Nov 2021
		Scheduled review date	Nov 2024