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2018 ENROLMENT FORM

Please ensure all fields are completed

Please print your answers

Class Enrolling In:	Day / Time of Class:	Trial Date <i>(if app)</i> : Start Date:
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Family Details

Parent/Guardian First Name:	Parent / Guardian Surname:	Relationship:
Phone:	Mobile:	Email:
Parent / Guardian First Name:	Parent / Guardian Surname:	Relationship:
Phone:	Mobile:	Email:

Home Address: (Street, Town, Postcode)

Is there any custodial arrangement we should be aware of? Yes No

If yes, please provide relevant details (can use separate sheet if required):

Gymnast Details

Gymnast's First Name:	Gymnast Surname:	Date of Birth:
Sex: <input type="radio"/> Male <input type="radio"/> Female	Grade:	

Emergency Contact Details

Emergency Contact Name: <i>(Other than parent/guardian listed above)</i>	Relationship:
Contact Number:	

Medical History

Doctors Clinic:	Doctors Name:	Doctors Surname:
Doctors contact number:	Medicare Number:	
Private Health Insurance <input type="radio"/> Yes <input type="radio"/> No Fund Name: Policy No:	Ambulance Member <input type="radio"/> Yes <input type="radio"/> No Member No:	
Does your child suffer any of the following: <input type="radio"/> Asthma (if yes, please advise treatment) _____ <input type="radio"/> Allergy (if yes, list) _____		
Medication/Treatment:		

Agreements

Medical Consent:
 I hereby consent to the gymnast listed above participating in club activities. I understand that every endeavour will be made to contact me prior to any medical attention being given. Where it is not practical to contact me, I authorise Acrofun Bacchus Marsh staff to seek any medical assistance that my child may require (including treatment, emergency transport and medication). I understand that these services will be sought at my expense and as deemed necessary and/or appropriate by coaching staff.

Yes No

Photography Consent:
 I acknowledge and understand that from time to time throughout the year, photographs and/or video footage may be taken during classes and/or competition. This may be used for a variety of purposes including but not limited to publications, posters, newsletters, website, Social Media or internet sites for promotional purposes.

Yes No

Privacy Consent (Please see Privacy Policy Statement attached)
 I provide my consent for Acrofun Bacchus Marsh to collect and use my personal information as outlined above. I understand I am entitled to access my own records except where access would be denied for legal or other appropriate reasons. I understand I may withdraw my consent for Acrofun Bacchus Marsh to disclose my personal information (except where legal obligations must be met).

Yes No

Fees and Charges (Please read Fee Policy Statement attached)
 I acknowledge and understand that by enrolling my child I am responsible for full term fees until such time as written notification of withdrawal has been received. I understand that the membership/insurance fee is non refundable. I understand failure to accept the Fee Policy will result in my child being unable to enrol in Acrofun Bacchus Marsh. I have read and understand the Fee Policy.

Yes No

Declaration:
 I declare that the information I have entered on this form is complete and accurate. I understand and agree that at all times my child shall be enrolled at my own risk and I will not hold Acrofun Bacchus Marsh or its staff liable for any personal injury which may result to my child or loss of property. I will advise Acrofun Bacchus Marsh of any changes to the information provided in this form. I will inform Acrofun Bacchus Marsh of any condition or risk that may have an effect on my child's ability to participate.

Parent/Guardian Name:	Parent/Guardian Signature:
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How did you hear about us?

Fees Policy (please read carefully)

Full term fees must be paid before the commencement of each term.

Once your child is enrolled for the term, term fees are not refundable except due to injury or illness. Refunds and credit for the balance of term fees, less 20% admin fee, will only be provided upon receipt of a doctor's certificate for absences greater than 2 weeks only.

New members pay pro-rata for the remainder of term prior to their second visit. I understand failure to accept the Fee Policy will result in my child being unable to enrol in Acrofun Bacchus Marsh.

By not providing written notification of not returning a minimum of two weeks in advance of the new term you have enrolled for the term and acknowledge that full term fees are therefore due. If your child quits gymnastics mid term you will still be liable for the full term.

In the event that term fees are not paid, and the debt is handed over to an external debt recovery agency, all costs incurred by Acrofun in doing so will be passed on in the form of additional fees and training will cease immediately.

There will be no credits or makeup classes offered due to cancellation of classes under the heat policy as it is for the safety of your child/ren. There will be no credit or refunds in the event that a class scheduling has to be changed and alternative class times are offered. In the event that classes have to be cancelled due to extreme circumstances, which are approved by the club, a credit to your account will be applied.

I have read and understand the fees policy.

Acrofun Bacchus Marsh Privacy Policy Statement

The information below pertains to the collection and storage of any personal information you may be required to provide to Acrofun Bacchus Marsh. In line with privacy requirements as outlined by law, Acrofun Bacchus Marsh gives the following assurances in regards to your personal information:

Collecting personal information

Acrofun Bacchus Marsh understands you as a member may have concerns about the privacy, confidentiality, and security of personal information we may obtain about you. The Acrofun Bacchus Marsh policy is to protect members' privacy and personal information it may collect from time to time. Acrofun Bacchus Marsh has undertaken to comply with the requirements of the Privacy Act, 1988 and the National Privacy Principles included in the Privacy Act (Private Sector) Amendment Act 2000. Personal information is collected by Acrofun Bacchus Marsh for the primary purpose of membership requirements. Acrofun Bacchus Marsh collects details such as your name, address, telephone number, email addresses, gender, age, etc.

A hard copy file containing your personal information is retained in a secure location in accordance with the Act, and for a further seven years in accordance with current Federal and State legislation governing document retention, before being destroyed.

Failure to provide required personal information

Failure to provide the information required for the purposes detailed may mean Acrofun Bacchus Marsh is unable to complete enrolment.

Securing personal information

To prevent any unauthorised access to your information, Acrofun Bacchus Marsh has installed computer and network security, including password protection processes. Only staff authorised by the Head Coach or Committee President have access to the data file information. Hard copies of information are stored in locked cabinets or equivalent off site secured storage areas.

Disclosure of personal information

Your personal information will only be used or disclosed by Acrofun Bacchus Marsh, as allowed by the Privacy Act 1988 and the National Privacy Principles included in the Privacy Amendment (Private Sector) Act, 2000.

To facilitate Acrofun Bacchus Marsh delivering better services and benefits to its members, personal information collected may be shared with other organisations, including Gymnastics Victoria.

Withdrawing consent for disclosure of information

If you do not consent to any of the disclosures above please advise Acrofun Bacchus Marsh in writing. We will then ensure your personal information is not used for this purpose. This exemption cannot apply where Acrofun Bacchus Marsh is required by law to provide such disclosure. If you do not object to the uses or disclosures as stated above, Acrofun Bacchus Marsh will accept this as having received your express consent.

Accessing personal information

Members may, upon written request, access their own personal information which Acrofun Bacchus Marsh has obtained from membership application forms and the related product or service forms it currently holds.

If for any reason Acrofun Bacchus Marsh is not in a position to release personal information, for example in cases where it would be unlawful to do so, we will notify you of this refusal and the basis for it.

Making changes to personal information

Acrofun Bacchus Marsh endeavours to ensure personal information held is accurate, complete and up-to-date. Where you believe personal information held is not accurate, complete or up-to-date, please advise Acrofun Bacchus Marsh and every effort will be made to correct the information.

Lodging a complaint

For any purpose associated with privacy matters, including the lodgement of a complaint, please contact Acrofun Bacchus Marsh immediately so we can quickly deal with your concern or complaint.