



Policy Document

Replacement Class (Make-Up) Policy

Policy Rationale and Purpose

This policy has been generated to give BTYC's programs a clear, and transparent process for all members, when replacing missed classes. This policy, alongside the club's medical refund policy, will give options to members who cannot attend their scheduled classes during regular term time.

Policy Description

Outlined below, is the specific class replacement process for BTYC's recreational and Kindergym programs. Members must sign-up for these classes at the latest 48hrs prior to attendance, so coach ratios can be managed correctly by each Program Manager

MISSED CLASSES FOR MAG, WAG, GYMSTAR, AEROBIC, TRAMPOLINE AND TUMBLING COMPETITIVE SQUADS

- Refunds or credits are **NOT** available for missed classes without a medical certificate covering three or more consecutive missed lessons.
- There will be **NO** make up classes for MAG, WAG, Trampoline and Tumble Squads, Gymstar and Aerobic Squads.
- This decision has been made by management and committee due to the low attendance rates of make-up classes and high running costs. This will assist in keeping member fees as low as possible.

Boys and Girls Recreational Classes

Recreational gymnasts will have opportunities during the 'end of term' holidays, to replace a maximum of two classes, that have been missed during the previous term.

Pre-booking these classes through the customer Portal is essential to allow for correct coach ratios. This should be done no later than 48hrs before the scheduled replacement classes takes place. You will find these make up classes listed under camps in the customer portal. Links to the customer portal can be found easily through the BTYC Website.

Refunds or credits are **NOT** available for missed classes without a medical certificate covering three or more consecutive missed lessons.

Kindergym

The Kindergym replacement class policy allows members to make-up for missed classes during normal term time. Kindergym gymnasts have an opportunity during term to replace a maximum of two classes, that have been missed during the current term.

Unlike BTYC's recreational programs, no additional end of term holiday classes will run for make-up classes. This specific rule for Kindergym has been developed as the class times for Kindergym have no impact on any other program running at BTYC. However, should [this change](#), a [policy review](#) may take place.

Refunds or credits are **NOT** available for missed classes without a medical certificate covering three or more consecutive missed lessons.