



Record Keeping Policy

It is of paramount importance that all records relating to students are kept up to date at all times. We please ask all students to help us with this.

It is the policy of our club that all forms must be completed and signed by parents in our system **[Gymmaster]** before a child is accepted into our club. Parents must inform the Head Coach immediately if any changes occur to the records held on file so records can be updated accordingly.

Parents are reminded that the club is committed to maintaining confidentiality and maintains a secure place to keep sensitive records