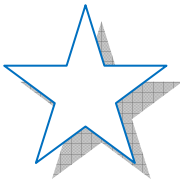
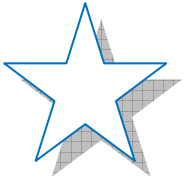


*WOBURN SANDS
GYMNASTICS CLUB
HANDBOOK*



Latest edition: November 2011

Dear Parents/Guardians and Gymnasts,

Welcome to Woburn Sands Gymnastics Club.

We hope that your child will enjoy the gym sessions and make good progress as a member in the Club.

The club was started in 2000 with a few mats and enthusiastic volunteers in the school hall at Fulbrook Middle School in Woburn Sands with 12 Gymnasts.

Today, the club is a member of British Gymnastics, has 11 qualified and enhanced CRB coaches and 150 gymnasts and growing. The Club is run as a not-for-profit business with all excess income being ploughed back into new equipment and further training for all the existing and new coaches, to continually improve the standard of gymnastics at the club.

The Club is dedicated to enjoyment and excellence in gymnastics and aims to provide a safe, effective and child friendly environment in which members can participate in .

All General, Tumbling and Artistic Gymnastics activities are under the guidance of appropriately qualified coaches. We operate an open philosophy and welcome the support of parents/ guardians.

We make all our members wellbeing a priority. Our Welfare Officer, appointed by the Club is Scarlet Harvey. If you have concerns regarding your child's welfare please contact Scarlet .

The Club has adopted the British Gymnastics policies for Health, Safety and Welfare, Child Protection, Equity and Equality together with the British Gymnastics Codes of Conduct and all officials, coaches, members and parents must adhere to these policies. Short copies of these are contained in this hand-book and are displayed on the Club notice board; full copies are available on request.

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Contact Details

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| | | |
|----------------------------|--------------|--------------------------|
| Chairperson: | Sandie Brawn | 07789005648 |
| Treasurer: | Gordon Snape | 07789005648 |
| Secretary: | Ann Peace | 07906695835 |
| Fees Administrator: | Ruth Snape | ruthsnape@btinternet.com |

| | | |
|------------------------------|------------------|-------------|
| Director of Coaching: | Persephone Brawn | 07956199993 |
| Welfare Officer: | Scarlett Harvey | 07858648844 |

1. Session Information

We provide a child centred, coach led programme and will endeavour to help your child develop to their optimum level of performance. Our coaches are all qualified through British Gymnastics at the appropriate level and have been screened for their suitability to work with children.

A child's first trial session will allow the coaches to identify which group to initially place the child in, to match both their current and future potential and age.

Assessment is continuous and children move to different groups when they are ready, not purely by age, term times or time spent with the club.

Gymnastics is geared more towards participation for fun and fitness, rather than competition or badge collecting.

Preschool gymnastic groups

Preschool gymnastics both in Parent/toddler or independent preschool groups is about having fun or learning through structured play. Preschool children practise their basic physical skills, building self esteem, awareness of others and confidence in their place in the world. Preschool sessions are based around themes and aim to develop the individual child to the best of their ability and age.

General gymnastic groups

General Gymnastics is the historical and cultural base of all gymnastics activities. Primarily it is a non-competitive form of gymnastics. General Gymnastics offers a varied range of activities suitable for all age groups, comprising essential gymnastics exercises, with and without apparatus, as well as games. General Gymnastics develops health, fitness and social integration and also contributes towards physical and psychological well-being. Everyone has to start somewhere!

Our sessions provide an introduction to the sport.

Groups are divided by age, number of sessions attended per week and both current and potential ability. Ages are from 4 ½ to 16 years old. If you have a query concerning your child's allocated group please speak initially to their coach.

Artistic Gymnastic groups

Competitive gymnasts train to perform routines on four pieces of apparatus. Routines which combine physical skills such as body control, co-ordination, dexterity, gracefulness, and strength with tumbling and acrobatic skills are all performed in an artistic manner. The four pieces of apparatus are Vault, Uneven Bars, Beam and Floor.

Within this group of gymnasts at our club are the;

Development Squad – Gymnasts are identified and invited to join the Development squad by the Director of Coaching in conjunction with your child's coach. The ability to acquire and sustain new and more complicated skills at an accelerated rate is essential for this group; together with a long term commitment of time and resources

from their families. There is no upper age limit to join the Development Squad, as we recognise children develop at different ages.

Tumbling

Is essentially gymnastic routines performed at speed along a narrow track. Many skills are similar to those in both General and Artistic gymnastics, but have different measurements at competitive levels. The club competes at both county, regional and national competitions. All gymnasts at the club will have the opportunity to learn some tumbling skills.

Gymnastics sessions available at Woburn Sands Gymnastics Club

| | | |
|-----------------|--|---------------------------|
| Monday | General Gymnastics | 4.45 – 5.45 pm |
| | Artistic Gymnastics | 5.30 – 7.30 pm |
| Tuesday | General Gymnastics Beginners | 5.00 – 6.00 pm |
| | General Gymnastics Advanced and Beginners Artistic Gymnastics | 6.00 – 8.00 pm |
| Friday | General Gymnastics Advanced and Beginners Artistic Gymnastics | 5.30 – 7.30 pm |
| Saturday | Preschool | 9.00 – 9.45 am |
| | Preschool | 9.45 – 10.30 am |
| | Artistic Gymnastics, Squad only | 10.30 – 2.30 pm |
| | General Gymnastics Advanced and Beginners | 11.30 – 1.30pm |
| | General Gymnastics Young Beginners | 11.30 – 12.30 noon |
| | General Gymnastics, Advanced Group | 1.30 – 3.30 pm |

2. Woburn Sands Gymnastics Club Code of Conduct for Gymnasts

The Club is fully committed to safeguarding and promoting the well-being of all our gymnasts. The Club believes that it is important that gymnasts, coaches, administrators and parents associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, gymnasts are encouraged to be open at all times and share any concerns that they may have about any aspect of the Club with the Head Coach of the section or the Club Welfare Officer.

As a member of the Club you are expected to abide by the following rules:

- ✓ All gymnasts must participate within the rules and respect Coaches, Judges and Officials and their decisions.
- ✓ Gymnasts must follow the instructions of the Coach at all times.
- ✓ All gymnasts must respect their opponents and fellow club members.
- ✓ Gymnasts should keep to agreed timings for training and competitions or inform their Coach if they are going to be late. Failure to attend training sessions on a regular basis without good reason and notification may result in a gymnast losing their place.
- ✓ Gymnasts must wear suitable attire for training and events as directed by the Coach.
- ✓ **All long hair must be tied back and all body jewellery must be removed.**
- ✓ Gymnasts must not smoke, consume or take or be under the influence of alcohol or drugs of any kind when training or representing the Club.
- ✓ Gymnasts must treat all equipment with respect and must not climb upon or use any equipment unless instructed to do so by a Coach.
- ✓ Gymnasts must inform the Head Coach of the section of any injuries or illness they may have before the warm up begins.
- ✓ Gymnasts should not eat or chew gum during a session.
- ✓ Gymnasts must not use bad language and are expected to maintain a good standard of behaviour at all times
- ✓ Gymnasts under the age of 14 should remain with Coaches at the end of a session until collected by their parent or guardian, unless written parental consent has been given for walking home unaccompanied.
- ✓ Gymnasts must not leave the gymnasium or sports hall without the permission of their Coach.

3. Woburn Sands Gymnastics Club Code of Conduct for Coaches, Officials and Volunteers

The Coaches and Officials Code of Conduct is designed to support the Club's policies and procedures together with British Gymnastics coaching guidelines and policies. It represents the essence of good conduct and practice, and exists to promote a safe and enjoyable gymnastics experience for Club members.

- **The Relationship with the Gymnast**

- ✓ Always be publicly open when working with gymnasts.
- ✓ Provide an environment in which children are free from fear or harassment.
- ✓ Recognise the rights of performers to be treated as individuals.
- ✓ An obligation to record any Health and Safety issues and bring them to the attention of the Director of Coaching.
- ✓ Never exert undue influence over gymnasts to obtain personal benefit or reward.
- ✓ Take care when providing manual support.
- ✓ Discourage challenging and arguing with other Coaches and Officials.
- ✓ Publicly accept other Coaches and Officials' judgements.
- ✓ Never take a gymnast in your car or to your home or other scheduled place.
- ✓ Never do things of a personal nature that a child can do for themselves.
- ✓ An obligation to the gymnasts to treat all allegations or suspicions of abuse seriously and with discretion.

- **Your relationship with parents/carers**

- ✓ Discourage unsafe and inappropriate behaviour.
- ✓ Set a good example by recognising good sportsmanship and applauding the good performance of all.
- ✓ Encourage open discussions with parents regarding performance and development

- **Your relationship with the Club**

- ✓ Keep the Club informed if you are ill or unable to attend sessions, meetings or other events as soon as possible
- ✓ All holidays must be agreed in advance and logged in the Staff Diary with the Director of Coaching.
- ✓ Endeavour to establish good communications with the Club, Coaches and Officials for the benefit of all.
- ✓ Set a good example by recognising good sportsmanship and applauding the good performance of all
- ✓ Display consistently high standards of behaviour and appearance and not use inappropriate language.
- ✓ Coaches should wear the T-shirts and other clothing provided by the Club.
- ✓ The appropriate valid qualifications and insurance must be held.
- ✓ Promote the positive aspects of the sport, such as fair play.

- ✓ All matters concerning the business of the Club should be kept confidential, and that relating to a gymnast should not be divulged without explicit permission.
- ✓ A duty of care that includes a responsibility to ensure that equipment is safe to use, suitable for purpose and appropriate for the gymnasts.
- ✓ The use or possession or being under the influence of drugs or alcohol while on the premises is strictly prohibited.
- ✓ A CRB disclosure is required. A conviction of a criminal offence during the term of employment must be reported to the Club Chairperson or Director of Coaching.
- ✓ Confer with other Coaches as needed and to move gymnasts on as their ability increases

4. Woburn Sands Gymnastics Club Code of Conduct for Parents / Guardians

The club is fully committed to promoting good sportsmanship and providing a safe and child friendly environment for the advancement of the sport. As a parent or guardian of a gymnast member of the Club you are expected to respect the following club guidance:

- ✓ Encourage your child to learn the rules and participate within them.
- ✓ Discourage challenging and arguing with Coaches and Officials.
- ✓ Publicly accept Coaches and Officials' judgements.
- ✓ Help your child to recognise good performance, not just results.
- ✓ Never force your child to take part in sport.
- ✓ Always ensure that your child is dressed appropriately for the activity and has plenty to drink.
- ✓ Keep the Club informed if your child is ill or unable to attend sessions.
- ✓ Endeavour to establish good communications with the Club, Coaches and Officials for the benefit of all.
- ✓ Share any concerns about any aspect of the Club through the approved channels.
- ✓ Use correct and proper language at all times.
- ✓ Never punish or belittle a child for poor performance or making mistakes.
- ✓ Always collect your child promptly from the gym at the end of a session.
- ✓ Support your child's involvement and help them to enjoy their sport.
- ✓ Always check there is a coach present who is responsible for your child's session before leaving them at the gym.
- ✓ Children must **never** be left on the premises without adult supervision
- ✓ Fees for training and events must be paid promptly. The current appropriate British Gymnastics Association membership and insurance fee must be paid as soon as a gymnast joins the Club to ensure that the gymnast is insured.
- ✓ At all times, be concerned for the safety, well-being, protection and future of the gymnast.

5. Woburn Sands Gymnastics Club Child Protection Policy

Our Welfare Officer is Scarlet Harvey (Child Protection Officer) to whom grievances or complaints can be made confidentially concerning welfare issues.

Woburn Sands Gymnastics Club is committed to ensuring that those working with children and vulnerable adults adopt the best practice to ensure the health, safety and welfare of the participants and staff.

The club will endeavour to promote the highest standards of care for all members, staff and officials by:

- ✓ The adoption of the British Gymnastics Health, Safety and Welfare Guidelines.
- ✓ The adoption of the British Gymnastics Guidelines for the Protection of Children and Vulnerable Adults.
- ✓ Ensuring that all personnel have been suitably trained in Child Protection and Health, Safety and Welfare issues.
- ✓ Ensuring that coaches and officials have been screened to confirm their suitability to work with children. Where appropriate this will include Criminal Record Bureau disclosure.
- ✓ Ensuring that the best coaching practice guidelines are followed at all times.
- ✓ Ensuring that grievances or complaints are dealt with promptly in accordance with the grievance procedures.
- ✓ Ensuring that a minimum of two responsible adults are present at all training sessions and events.
- ✓ Ensuring that the participants and/or parents are aware of the purpose of videoing, filming or photography during training or events.
- ✓ Having a zero tolerance level to poor practice, bullying or any potential form of abuse.

6. Woburn Sands Gymnastics Club Accident, Emergency and Safety Procedures

- **In the event of a fire or other alert, the alarm will sound and upon hearing the alarm you must:**
 - ✓ Leave the building by the nearest Fire Exit.
 - ✓ Do not stop to collect personal belongings.
 - ✓ Go immediately and report to the assembly point in front of the building near the tree.
 - ✓ Do not re-enter the building until you are told that it is safe to do so by the coach in charge of the session.
 - ✓ If an evacuation happens on a viewing session, your child's coach is responsible for evacuating them from the building, please do not attempt to "grab" individual children as this will slow the process down and increase panic.

- **In the event of an injury please be aware of the following:**
 - ✓ Trained and qualified first-aiders are listed on the notice boards.
 - ✓ Most coaches are trained and qualified first-aiders.
 - ✓ A first-aid kit is located in the main gym on top of the pink drawers
 - ✓ In the event of a serious accident the emergency services will be contacted and medical help sought. Parents will be contacted at this point.
 - ✓ In the event of an accident/incident, an accident/incident report form will be completed, parents/carers will be provided with a copy of the accident report.
 - ✓ When hospital medical treatment is administered or advised the matter will be reported to British Gymnastics.

- All coaches, volunteers and participants will adhere to Health and Safety Policies.

7. Woburn Sands Gymnastics Club Jewellery Policy

Woburn Sands Gymnastics Club has adopted the British Gymnastics policy on body piercing and adornments incorporated into the Health, Safety and Welfare Policy 2005.

The policy states:

- ✓ British Gymnastics believes that jewellery and adornments worn in body piercing are inappropriate for safe practice in gymnastics.
- ✓ A person with body adornments or jewellery must
 - inform the coach and
 - also remove the relevant items to reduce the risk of injury to the participant, the coach and others
 - Gymnasts are responsible for providing and using tape/plasters to cover new piercings. They will not be allowed to attend the session with uncovered piercings.
- ✓ Coaches must ensure that risks associated with jewels and raised adornments on leotards are eliminated.
- ✓ The policy applies to all participants and coaches in training and competitions at events at home and abroad.
- ✓ Failure to conform will prohibit the individual's participation on the grounds of reasonable safety and may render the individual's insurance invalid should an accident result directly from non-compliance.

Many clubs we compete at have a strict no jewellery policy and "taping" new piercing is not acceptable, this would exclude a gymnast from competing.

(For safety reasons, participation whilst wearing body piercings or jewellery is not permitted under any circumstances.)

8. Woburn Sands Gymnastics Club Open Viewing Policy

The Club operates an open viewing policy for members and their families to view the gymnastic sessions on agreed and pre-advertised dates. As we do not have a viewing gallery this is for the safety of gymnasts and viewers alike.

However, the Club does reserve the right to exclude individuals who are behaving in a manner that interferes with the quality of gymnastics sessions.

We do ask viewers:

- ✓ Not to distract gymnasts by calling to or coaching them during training sessions
- ✓ All outdoor footwear must be removed before entering the gym
- ✓ All non participating children must be kept under control and at no time allowed on the equipment.
- ✓ To discourage gymnasts from sitting with them during break times
- ✓ Put mobile phones on silent or vibrate
- ✓ No photography or filming is allowed without specific prior agreement with the Director of Coaching

9. Woburn Sands Gymnastics Club Photography and Videoing Policy

Gymnastics is an excellent subject for photography and filming but the Club is aware of its responsibility to protect Children and Vulnerable Adults and to ensure that all photography, video, media and publications represent the participant appropriately and respectfully.

It is not the intention of Woburn Sands Gymnastics Club to prevent parents from taking pictures of their children but to ensure that practices are monitored.

In this respect the Club will seek written consent to publish a photograph or image and will not provide any information on the individual, other than the name, to accompany the image.

The Club has a parental consent form for this purpose, which will confirm the purpose of the image.

Woburn Sands Gymnastics Club respectfully requests that any parent wishing to take photographs of their child whilst in the gym obtain the consent of the coach in charge of the session prior to proceeding.

Flash photography is not permitted during training sessions or during competitions.

10. Woburn Sands Gymnastics Club Complaints and Grievance Procedures

The Club encourages an open policy at all times. Concerns or complaints will hopefully be dealt with by communication between Parents/Guardians, Gymnasts, Coaches and Welfare Officer.

As a club affiliated to British Gymnastics (BG), Woburn Sands Gymnastics Club is bound by the BG procedures for complaints, disciplinary issues and membership suspensions and expulsions.

If you do have any concerns regarding any aspect of the Club please speak to

- 1) In the first instance your child's coach at the earliest opportunity
- 2) If that does not rectify the situation the Director of Coaching – Persephone Brawn
- 3) Final recall is through the Club Chairperson – Sandie Brawn. Her decision is final.

11. Fundraising Committee

Woburn Sands Gymnastics club is run as a not-for-profit organisation with any excess funds being used to improve facilities and training.

Gymnastics as in many sports requires specialist equipment, designed for purpose. This comes at a cost, for example a replacement spring board costs more than £500, the new vault track over £1000.

Training courses are essential for both the development of gymnasts and their health and safety. To train a coach to Level 2 with full first aid and safeguarding costs in excess of £ 1000.

By joining the fundraising efforts of the club, parents/ carers can become more involved in their child's sport and help its development.

Please ask your child's coach for more details.

12. Woburn Sands Gymnastics Payment Policy

Session invoices are payable two months in advance, with the exception of Full Squad members who may pay monthly.

Invoices must be settled by the deadline or

- A £5 fine will be attached to the reissued invoice covering administration costs
- No gymnast will be allowed to participate if they are in arrears and will need to be collected immediately
- If a gymnast loses their place due to non payment, once the payment has been received they may be allowed back on the waiting list at the discretion of the Club Chairperson, Sandie Brawn.

British Gymnastics membership for your child, including insurance, is compulsory and payable separately on joining and renewable annually. It must be paid on receipt of invoice. Failure to pay on time will result:

- A £5 fine will be attached to the reissued invoice covering administration costs
- No gymnast will be allowed to participate if they are not insured and will need to be collected immediately
- If a gymnast loses their place due to non payment, once the payment has been received they may be allowed back on the waiting list at the discretion of the Club Chairperson, Sandie Brawn.

Competition fees are payable on receipt of invoice, failure to pay by deadline will result in gymnast being withdrawn from competition tryouts.

The Club reserves the right to review and increase fees every February.

Any queries on fees/ invoices must be directed to Ruth Snape Club Fees Administrator details on page 1. Ruth is available during sessions.

13. British Gymnastics and Woburn Sands Codes of Conduct for Equity and Equality

British Gymnastics and Woburn Sands Gymnastics subscribes to the principles of equality of opportunity and strives to ensure that anyone participating in gymnastics is able to do so in a discrimination-free environment.

British Gymnastics and Woburn Sands Gymnastics believes that everyone is entitled to be treated fairly regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or socio/economic background.

More details can be found on www.british-gymnastics.org