

## Members Handbook

Dear Parents / Guardians,

Welcome to Exeter Gymnastics Club it is hoped that your child will enjoy the gym sessions and continue as a member in the club. Exeter GC is a Registered Charity (294294) and is managed by the Coaching Director Mike Euridge (EOGC) and staffed by qualified paid and voluntary coaches who are supported by the voluntary committee of Trustees elected at the AGM each November.

The Club premises are owned by the memberships, held in trust by Holding Trustees and leased to Mike who is charged to provide gymnastics for as many members as possible, to all abilities and to the level of their potential. The Club Policy Statement is displayed on the notice board along with the Registration Certificate to the National Governing Body of Gymnastics.

Exeter Gymnastics Club has a proud pedigree of achievement at county, regional, national and even international level. Former and current members have competed successfully at the Commonwealth Games, World Student Games, Internationals and annual National Championships, in team and individual events. The coaching director is a member of the National Coaching Panel and coached at girls and boy's national squad training sessions and serves on the regional executive committee.

The Club has a policy of regularly inviting foreign coaches to support the training programme for extended periods, former visiting coaches have come from China, Russia, Romania, Bulgaria, Germany and Holland. The Club has frequently participated in exchanges with French, Romania, Dutch and Belgian Clubs. The Club is dedicated to enjoyment and excellence in sport for life.

The aim of the club is to provide a safe, effective and child friendly environment in which the members can participate in Pre-School, General and Artistic Gymnastics activities under the guidance of appropriately qualified coaches.

We operate an open philosophy and welcome the support of parents or guardians. Wherever possible we will enable you to observe training sessions provided that it does not contravene our Health and Safety Regulations. There are two annual open weeks one in February and one in September for parents to watch recreational sessions. We also encourage and value parental involvement in the club and invite you to complete the enclosed Volunteer Agreement Form.

The members of the club are organised into groups according to their age, gender, ability, experience and individual needs and coaches will be pleased to discuss the training programmes and your child's needs with you. Please see the club 'Group Organisation Tree' and 'Gymnastics Journey with Exeter GC' displayed on the club notice board.

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 British Gymnastics qualified coaches at the appropriate level and have been screened for their suitability to work with children. A Welfare Officer has been appointed by the club to deal with any safety issues, a picture and the name of the present Welfare Officer is displayed on the Club notice board. Arrangements should be made to escort your child to and from training sessions and events. We would appreciate your child arriving on time for training and being collected promptly at the end of the session.

Training times allocated and fees required are listed on your joining letter, but if you have questions then please contact the coaching director or Club Administrator. The registration fee includes annual Club and BG Membership and the appropriate insurance for your child and the club.

Participants are required to be appropriately dressed in gymnastic attire, at least shorts & t-shirt, but sensitive discretion within the bounds of reasonable safety, will be shown in particular circumstances.

The club has adopted the BG policies for Child Protection, Equity and Codes of Conduct and all officials, coaches, members and parents must adhere to these policies. Copies of these are contained in this handbook and displayed on the club notice board. Please be advised that the club reception, viewing area and training areas are covered by recorded CCTV. Parents wishing to take photographs in the club must read the BG policy and sign the photography register.

Please ensure that you have completed the Club Registration and Participation Form and returned it together with any fees to the Club Administrator. Also the Volunteer Registration Form if you intended to. Thank you.

Yours sincerely,  
Mike Euridge,  
Coaching Director, Exeter GC

### **This handbook contains the following information:**

Club Organisation  
Membership Information  
Policy Statements  
Codes of Conduct  
Complaints and Grievance Procedures  
Accident, Emergency and Safety Procedures

## Membership Information

### 1. Gymnastics sessions available at Exeter Gymnastics Club:

#### a. Pre-School Programme.

**i. Fun 4 Baby Gymnastics:** Spend 30 - 45 minutes developing your relationships with your baby, no distractions, no worries, in a safe and friendly environment. A total one to one situation with your baby. No siblings to attend these sessions. Join in, with activities led by qualified coaches, who will help you and your baby develop and grow in confidence. Learn fun ideas that you can do at home, chat to other parents, play and bond with your child.

**ii. Mother and Toddler Groups:** These one hour sessions are with the parent/minder attending with the child for a mixture of controlled skill learning experiences with qualified coaches and fun while following instructions issued with kindness and a total concern for the child. Group numbers are kept to eighteen and are for children who are walking up to three and a quarter/four years.

**iii. Gym Tots Groups:** These mixed sessions for boys and girls between three and a quarter and five years of age (or going to school full time) are not parent accompanied. The sessions have formal disciplined warm up and are then based upon circuit stations and the basic gymnastics skills through gross motor skill learning, blended with fun and imagination using the BG Fundamental Reward Scheme.

**b. Recreational Groups:** Recreational gymnastics sessions are held daily with gymnasts grouped by age. All groups work toward their BG and County 'Reward Scheme' which are displayed on the notice boards. Take part in any trials offered for selection into the Competitive Groups. They may take part in the annual 'Club Set Exercise' competition and may also be offered the opportunity to participate in other recreational competition organised in the county. In these sessions boys and girls are separated with Girls attending on Monday, Wednesday, Friday and Saturday and Boys on Tuesday, Thursday and Saturday.

**c. Competitive Groups:** Competitive Squad gymnasts train from one to six sessions a week for between 2 and 4 hours at a time according to their ability level. Selection is by invitation of the Coaching Director following trials that are held from time to time. Competitive groups train with the aim of competing in County, Regional, National and International, Set and Voluntary Competitions. Gymnasts are encouraged to trial for County, Regional and National Squads as appropriate to their age and levels.

### 2. Terms and Holidays

There are five gymnastics terms every year each of nine or ten weeks. There are two holiday periods each year when the Club is closed: Summer 2 weeks & Christmas 1 week. Sessions continue during school half terms, but do not take place on Bank Holidays when groups are asked to come another day in that week. Should a session be missed it can be 'Made Up' by coming another day, just telephone to ask which are available. The annual calendar of term dates and club events are displayed on the notice board and updated on the term renewal notices issued to each member personally.

### 3. Fees and Term Membership/Insurance

Current fees, Club and BG membership are displayed on the notice board. Coaching fees and membership/Insurance are paid each term in the first week of the term or on joining and are non-refundable. The membership/Insurance package includes: Club T-Shirt, Club and National Association Membership and Insurance. A scaled reduction of fees for the 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> child of a family and a 'sibling' child reduction of half fees until one or both are 3 ½ years old and attending the same session.

### 4. Joining Routine

For safety and Insurance reasons there are no trial system sessions at the Club. Joining is for the term or part term and payment for the full or remainder of the term is required. If after two sessions membership is not required repayment of the term fees left can be refunded. Membership is continuous and renewed each term until no longer required and renewal notices are issued in week eight of each term. Please keep the club informed of any change in Contact Details and if membership is not going to be renewed for the new term. Thank you.

## Club Policy Statements

### 1. Exeter Gymnastics Club Policy Statement.

The Exeter GC is committed to exemplary standards of conduct through the principles of equity and good moral and ethical frameworks. The club will encourage individuals from all communities to become involved at all levels of participation, coaching, officiating and management.

- The club will ensure that all members and staff adhere to the following equity principles.
- All persons must respect the rights, dignity and worth of every human being.
- All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability.
- Equity must permeate throughout strategic and development plans.
- An equal professional service will be provided for all participants and discrimination through race, gender or disability will not be tolerated.
- Sexual and racial harassment and discrimination will be prohibited.

## 2. Exeter Gymnastics Club Health & Safety Policy Statement.

The Exeter Gymnastics Club recognises the duties it has under the health and safety acts and regulations to ensure the safety, health and well being of gymnasts, coaches, officials and helpers when they are involved in the club business. In particular it recognises its responsibilities to:

- Provide a safe and healthy training and competition environment for gymnasts and coaches through assessing the risks associated with participation and controlling them to ensure they are minimised.
- Ensure that adequate arrangements are in place in the event of an accident, fire or other incident.
- Ensure that coaches and helpers have the appropriate gymnastics/trampolining coaching training.
- Keep the arrangements under review and introducing additional measures considered necessary and are practicable in relation to the operation of the club business.

## 3. Exeter Gymnastics Club Child Protection Policy.

The Exeter GC 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 BG Health, Safety and welfare guidelines
- The adoption of the BG guidelines for the Protection of Children and Vulnerable adults.
- The appointment of a Welfare Officer (Child Protection Officer) to whom grievances or complaints can be made confidentially.
- Ensure that staff are 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 and in accordance with the grievance procedures.
- Ensuring that a minimum of two responsible adults are present at all training sessions or events.
- Ensuring that the participants and/or parents are aware of the purpose of videoing, filming or photographic during training or events.
- Having a zero tolerance level or poor practice, bullying or any potential form of abuse.

## Codes of Conduct.

### 4. Exeter Gymnastics Club Code of Conduct for Gymnasts.

The Exeter GC Coaches and Officials are fully committed to safeguarding and promoting the well-being of all our members. The Club believes it is important that all members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and share concerns or complaints that they may have about any aspect of the club with the club Welfare Officer. As a member of Exeter GC you are expected to abide by the following club rules:

- All members must participate within the rules and respect the coaches, judges and their decisions.
- All members must respect opponents and fellow club members.
- Members should keep to the agreed timings for training and competitions or inform their coach, or if they are going to be late.
- Members must wear suitable attire for training and events as agreed with the coach. Club leotards, shorts and tracksuit should be worn when representing the club in competitions and events. Keep all long hair tied back. Remove all body jewellery.
- Members must pay any fees for training or events promptly.
- Members must not smoke, consume alcohol or take drugs of any kind whilst representing the club at competitions or others events.
- Members should treat all equipment with respect.
- Members must inform their coach of any injuries or illness they may have before the warm-up begins.
- Members should not eat or chew gum during sessions.
- Members must not use bad language.
- Members must not leave the training area without the consent of their coach.
- All squad gymnasts must contact the coaching director or representative in his absence on arrival and departing from the club premises.
- Members should not leave the club premises without their parents or guardian and should remain with the coaches at the end of the session until collected by their parent or guardian.
- Members must read the club notice board and make themselves aware of the annual date sheet and the forecast of events and selections publish regularly. Gymnasts nominated or selected for competition and events are to inform their coaches if they are not available as soon as possible. Gymnasts who are entered for competitions and subsequently do not compete will be required to pay the entry fee.

## 5. Exeter Gymnastics Club Code of Conduct for Parents / Guardians.

- Encourage your child to learn the rules and participate within them.
- Discourage challenging / arguing with officials.
- Publically accept the officials' judgements.
- Help your child to recognise good performance, not just results.
- Set a good example by recognising good sportsmanship and applauding the good performances of all.
- Never force your child to take part in sport.
- Always ensure 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 or complaints 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 at the end of a session.
- Support your child's involvement and help them to enjoy their sport.
- Inform the club of any changes in Contact Details.
- Please familiarise yourself with the information on the club notice boards and respond to any information passed on as quickly as possible. Thank you.
- If you are able become involved in the club as a Volunteer there are many varied opportunities.

## 6. Exeter Gymnastics Club Baby Gym Health and Safety Guidelines.

- Approximately eight weeks baby development assessment to be completed prior to participation.
- Babies must wear suitable clothing comfortable, with room for movement (no dresses)
- Adults must remove all jewellery and watches.
- Adults clothing must be suitable footwear must be removed, no flowing garments, belts or ties.
- Hair to be tied back if longer than shoulder length.
- No sibling children may attend. When twins join sessions a second minder must be in attendance.

## Complaints and Grievance Procedures

### 7. Exeter Gymnastics Club Complaints and Grievance Procedures.

- As a club affiliated to British Gymnastics (BG) Exeter Gymnastics Club is bound by the BG procedures for complaints, disciplinary issues and membership suspensions and expulsions.
- The club places the welfare and safety of its members as the highest priority.
- The club has a designated Health & Safety and Welfare Officers to whom all complaints, grievances and suspicions of poor practice should be addressed. Matters will be dealt with confidentially and only those who need to know will be informed.
- British Gymnastics procedures for dealing with complaints will be followed and if an issue cannot be suitably addressed at club level, British Gymnastics procedures will be implemented.
- A copy of the British Complaints Procedures is available from the office or copies can be obtained from British Gymnastics.

## Accident, Emergency and Safety Procedures

### 8. Exeter Gymnastics Club Emergency 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 exit.
- Do not stop to collect personal belongings.
- Go immediately and report to the assembly point in Bull Meadow Park by the two trees.
- Do not re-enter the building until you are told that it is safe to do so by a responsible member of staff.

### 9. Exeter Gymnastics Club Accident and Safety Procedures.

- Trained and qualified first aiders are listed on the notice boards.
- The first aid kit is located in the small gym office.
- In the event of a serious accident the emergency services must be contacted and medical help sought.
- In the event of an accident/incident, an accident/incident report form must be completed. Copies are held in the office.
- All coaches, helpers and participants must adhere to the accepted standards of good practice at all times.
- Coaches must only coach to the level of their qualification.