

VERNON PARK GYMNASTICS CLUB



MEMBER'S HANDBOOK 2024

Important information about Vernon Park Gymnastics Club for Coaches, Officials, Parents, Guardians & Gymnasts

Mission Statement:

To provide opportunities for participation in gymnastics, as a sport or recreational pastime, to all whilst allowing the individual gymnast to fulfil their own ambitions and to achieve their maximum potential in the sport in a friendly and pleasant environment.

Registered Charity:

**Charity Number - 1095485
British Gymnastics Registration 41785**



Index

1. How the sessions are run
2. Assessment and Progression
3. Feedback and other issues
4. Costs
5. Safety Code
6. Club Rules
7. Dress Code
8. Media Policy
9. Health Safety & Welfare Policy
10. Extracts from British Gymnastics Policy on Protection of Children & vulnerable adults
11. Equity Policy
12. Code of Conduct for Members
13. Code of Conduct for Parents and Guardians
14. Code of Conduct for Coaches/Officials/Volunteers
15. Role Description - Welfare Officer
16. Role Description - Coaching Director
17. Role Description – Coaches
18. Role Description – Administrator
19. Class for Kids subscription T&C's
20. Useful Resources and numbers

1. How the Sessions are run.

The club operates the opportunity for all levels of gymnastics through general gymnastic sessions. These sessions are open to members of the public (online bookings required) and are run by qualified British Gymnastics (BG) Coaches with safeguarding, first aid and DBS certification. The qualifications of all coaches involved with the club are on display in the waiting/lounge area. BG insurance cover is compulsory for participation in these classes. Times are available at the end of this booklet. Novice and Club gymnastics sessions operate by invitation only and times are at the back of this booklet. All sessions are covered by BG's Gymnastic Membership and Insurance scheme payable annually

All coaches are qualified under BG guidelines with the appropriate level of qualification for the class/skill level being worked.

2. Assessment & Progression

An opportunity to work through a badge system are available to all General Class gymnasts. There are 3 to 4 badge cycles within a year where assessments take place. Parents have the opportunity to purchase a certificate of achievement (£1). There is an opportunity to take part in a display to showcase skills.

The club follows a general development pathway which consists of selection by a senior coach from a general class to novice or club training programme. Selection for high performance programmes is under the sole direction of the Coaching Directors. Training programmes for Novice, Club and Performance gymnasts are reviewed every 3 months by the Coaching Directors. All gymnasts invited to attend Novice & Club programmes will initially undergo a 3 month trial period.

3. Feedback & Other Issues

Concerns or complaints should be raised in the first instance with the Coaching Director and the Clubs Welfare Officer(s) at a convenient time. Issues will be handled in complete confidence and you will be taken seriously. Feedback is important in developing good relationships between coaches, parents and the children.

4. Costs

Club training fees are variable for the squad or session to which the gymnast attends and are subject to a minimum increase of £5% annually. Full or temporary membership of British Gymnastics is essential before participating in any gymnastics activity. BG membership includes insurance cover for training sessions.

Current BG membership costs are available from the reception desk. For general classes and squad sessions payment is online via the Class for Kids system. For General, Preschool, Novice & Club gymnasts training fees are payable per calendar month due on the first day of each month. An administration fee of £5 may be incurred in situations where extra administration is required – for example, persistent late payment, regular changing of classes.

5. Safety Code

For all gymnastics sessions the ratio of coach to gymnast is under BGA guidelines, however as also defined in BG guidelines, this number may be increased under the supervision of a suitably qualified coach when the session is incorporating a degree of basic gymnastics.

Long hair should be tied back at all times. Finger and toe nails should be kept short

All watches and jewellery including body piercing and earrings must be removed before the start of each session (BG Policy on Jewellery)

Coaches should be informed of any illness, medical condition or medication which may affect the child's ability to participate in gymnastics.

Coaches should always be informed of any accident or injuries sustained outside the gymnastic session which may affect the child's ability to participate in gymnastics.

All injuries recorded in major and minor reports, held under GDPR policies in the gym

6. Club Rules

Mobile devices of any description are a distraction and MUST be placed into silent mode or switched off. Gymnasts are not permitted the use of mobile phones during any training session.

- All sessions are structured, gymnasts should arrive on time for their session, lateness causes disruption and may result in the more advanced gymnast being excluded from the session.
- No eating or drinking is allowed in any of the gymnastic training areas.
- All gymnasts must behave in a correct manner at all times during training sessions. Unruly or offensive behaviour or language will result in the gymnast being excluded from the session.
- At all times, including training, competitions and other events gymnasts must support the promotion of the gymnastics club, gymnastics and sport as a whole. Gymnasts must behave in a professional sportsmanlike manner and never act in an unsporting way.

- While representing the club, gymnasts must maintain a neat and professional appearance. At competitions gymnasts must observe the rule of registration i.e. once registered for an event, the gymnasts must remain in the arena until directed by the coach to the competition warm up. During the competition/event the gymnasts remains the responsibility of the coach and the event organiser.
- All gymnasts should present themselves for training at the appropriate times. Novice & Club gymnasts are responsible for their personal equipment, handguards, wristbands, gloves, loops, music etc.

7. Dress Code

For general gymnastic sessions, shorts & t-shirts or leotard is acceptable. Clothing must be of the type which does not restrict movement, and has no buckles, zips or other sharp fittings

For Novice and Club training sessions a training leotard/unitard must be worn, (long or short sleeved) and for warming up a tracksuit is desirable. Gymnasts will not be permitted to introduce items of fashion into training sessions.

In competition, attire suitable to the rules of the event must be worn.

For elite gymnastics sessions swimming costumes and fashionable items of clothing are not permitted.

8. Media Policy

No photography or video recording of any kind is permitted during any gymnastics session without written permission from the Coaching Directors. Permission of the principle subject must be sought before any photographs or videos are to be used in any media.(magazine, newspaper, television, video, internet or promotional material)

For all competitions and events all people wishing to use any form of photographic equipment must register with the event organiser prior to the event.

A video registration form for Vernon Park use will be requested to include video and photographic media for training purposes as an aid to coaching

9. Health Welfare & Safety Policy

Vernon Park Gymnastics Club aims to apply 'Best Practise' within its realms of providing gymnastic activities

We adopt the British Gymnastics Equity Policy, Moral Frameworks for Coaching, Coaching Code of Ethics, Code of Conduct and British Gymnastics Child Protection Policy. These documents are contained within the BG policies on Health & Safety and Welfare and Child Protection and are available at cost from British Gymnastics or for viewing from the Coaching Director.

These policies are very detailed (summarised in the next section) and contain details such as guidance on bullying, equality issues and guidance on inappropriate relationships.

The club has a complaints procedure (see Feedback and Other Issues)

We check the suitability of coaches and other officials and support continuous improvement in developing the qualifications and experience of coaches and other officials.

All accidents and incidents are recorded and notified in accordance with the requirements of the training venue and British Gymnastics for Insurance reasons.

Risk assessment checks are carried out at least annually on the equipment, training venue and other operating procedures.

Every member has a responsibility towards the health & safety and welfare of other members and participants

For travelling to and from competitions and events, this is the responsibility of the parent. There will be occasions where the gymnast is required to travel with a coach. Permission for this will be requested on a registration form.

Parents in attendance at training sessions of any kind in the gym must refrain from interfering with the organisation, structure, programming and coaching of the session. Viewing is limited in the café and lounge area only. The entrance to and inside the training venue and the entrance to the café area are **NOT** viewing stations. Parents viewing from these areas will be asked to move.

At the end of all training sessions the gymnastic area will always be returned to a tidy situation suitable for the next training session/activity to take place.

10. Summary of BG Child Protection Policy

Participation in gymnastics activities can provide opportunities to experience and develop many desirable qualities. Such experiences might include, enjoyment, personal achievement, self-esteem and self-confidence, teamwork, social skills and leadership qualities. These qualities will be enhanced if those working with the participants have as their priority the welfare & safety of the participants.

Most children and vulnerable adults are well cared for and have happy and trusting relationships with adults. However some less fortunate do suffer from physical, emotional & sexual abuse and possibly neglect. The abuse may occur in the home, at school or in the sporting environment.

We have a moral and legal responsibility to protect young people and vulnerable adults from abuse.

British Gymnastics is committed to providing information and training opportunities to ensure that those working with children and vulnerable adults adopt best practise to ensure the health, safety and welfare of the participants.

Responsibilities – It is imperative that the following are adhered to:

All incidents of suspicion, poor practise and allegations of inappropriate behaviours are taken seriously and responded to swiftly in accordance with the guidelines.

Confidentiality should be maintained in line with the Human Rights Act 2000, and the Data Protection Act 1984.

Recruitment of staff and volunteers is undertaken according to the guidelines for best practise contained in the BG Child Protection Policy.

The responsibility for a duty of care for young people is accepted and the guidelines for good practise are adhered to.

11. Equity Policy

The club is committed to providing open access to all areas of the community and is committed to best practise within gymnastics

The club will ensure that all present and potential members receive fair and equal treatment.

The club will provide all its services in a way that is fair to everyone.

The club will encourage individuals from all communities to become involved at all levels of participation, coaching, officiating and management

The club will challenge all instances of discriminatory practise in the club.

The club recognises that cost of participation is an issue to some people, so it will endeavour to keep costs to a reasonable level through good administrative practice and policies

12. Code of Conduct for Members

We are fully committed to safeguarding and promoting the wellbeing of 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 any concerns or complaints that they may have about any aspect of the club initially with the Welfare Officer(s) or other coaches in the centre.

As a member of Vernon Park Gymnastics Club you are expected to abide by the following code of conduct;

- 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 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 events
- Members should treat all equipment with respect
- Members must not use bad language

13. Code of Conduct for Parents & Guardians

- Encourage your child to learn the rules and participate with them
- Discourage challenging/ arguing with officials
- Publicly accept official's judgement
- 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 within the club, coaches & officials for the benefit of all.
- Recognise that the coaches are qualified and experienced within the technical areas they cover.
- Share any concerns or complaints about any aspect of the club through the approved channels. Technical issues should be directed at a suitable time to the Coaching Director. Health Safety & Welfare Issues can be directed to the Welfare Officer(s)
- Use correct and proper language at all times
- Never punish a child or belittle a child for poor performance or making mistakes
- Always collect your child promptly at the end of each session
- Support your children's involvement and help them to enjoy their sport.
- Avoid interruption of coaches and training sessions at all times and if consultation with any coach is necessary make a suitable appointment that does not interfere with the coaches duties.

14. Code of Conduct for Coaches

The essence of good ethical conduct and practise is summarised below, All club coaches, Officials and Volunteers must:-

- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers based on mutual trust and respect
- Hold the appropriate certification, qualifications and insurance cover
- Make sure all activities are appropriate to the age, ability and experience of those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills.

- Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved with club activities
- Never consume alcohol/drugs immediately before or during training or events
- Always obtain prior agreement from the parent/guardian of participants before transporting them anywhere (training/competitions)
- Never exert undue influence over performers to obtain personal benefit or reward.
- Always report any incidents, referral or disclosures immediately following the appropriate guidelines set out in the BG Child Protection Policy.
- Never condone violence or use of prohibited substances
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned.
- Promote the positive aspect of the sport (e.g. fair play)
- Encourage performers to value their performances and not just the results
- Avoid inappropriate personal contact with training gymnasts unless necessary for training and performance.

15. Role Description of the Welfare Officer(s)

Responsible to the Management Committee

MAIN RESPONSIBILITIES

- To be a point of contact for Participants, Coaches or Parents to raise any concerns they might have.
- Receive any complaints regarding the behaviour of Participants, Coaches or Officials and act upon them in an appropriate manner
- To record and keep secure any instances of complaints, concerns, allegations or instances of poor practise.
- Report any incidents or disclosures immediately, following the Child Protection guidelines in the BG Health, Safety, GDPR & Welfare Policies.
- Ensure appropriate risk assessments are in place and carried out on a regular basis.
- Attend Child Protection Awareness training and Implementation training.
- Ensure all gymnasts, coaches and parents are aware of Child Protection procedures.
- Define and keep up to date policies and procedures relating to the appointment of coaches and other positions where contact with children and vulnerable adults is possible.
- Work with coaches to provide a safe environment for all participants at all times.

16. Role Description of The Coaching Director

Responsible to the Management Committee

MAIN DUTIES

- To take full responsibility for the clubs coaching sessions as defined in the clubs development programme.
- To plan and prepare coaching sessions beforehand
- To work with other coaches as required, in the preparation, running and evaluation of each session.
- To act as a mentor in the development of other coaches
- To hold the responsibility for the club at competitions and events.
- To uphold relevant rules and regulations at competitions or events
- To report any incidents, referrals or disclosures to the Welfare Officer(s) and/or the appropriate authorities
- To act in a responsible and appropriate manner at all times
- To appoint other coaches as required.
- To set and abide by development plans for coaches and officials as required, for example, identifying and providing information on relevant coaching and other courses.
- To co-ordinate entries and to ensure the club complies with the requirements of entry for all events.
- To collect sessions fees and account for these appropriately
- To record the attendance of each member at each session
- To uphold the safety code, club rules, dress code, media policy, health safety & welfare policy, equity and other policies and codes of conduct for participants, parents/guardians, coaches/officials/volunteers.

17. Role Description for Coaches

Responsible to the Coaching Director(s)

MAIN DUTIES

- To assist with the clubs coaching sessions as defined in the development programme
- To work with the Coaching Director in the running of each session
- To provide suitable notice for cancellation of any sessions that cannot be attended
- To deputise for the Coaching Director during sessions if the Coaching Director is unable to attend
- To assist the Coaching Director at competitions & events.
- To take responsibility for the development of nominated participants
- To notify the Coaching Director and/or Welfare Officer(s) immediately of any incidents, referrals or disclosures or if this is not possible follow the Child Protection Guidelines found in the BGA Health Safety & welfare policy
- To attend relevant coaching and other courses i.e. CPD etc. as and when required
- To act in a professional, responsible and appropriate manner at all times
- To uphold the safety code, club rules, dress code, media policy, health safety & welfare policy, equity policy and codes of conduct as best as possible.
- Coaches MUST arrive no later than ten minutes before the start of any session.
- Coaches MUST ensure that mobile devices are switched off, placed in silent mode and not visible inside the gym, with the exception of dedicated devices provided by the club for the use of during training sessions.

18. Role Description for Administrator

Responsible to the Coaching Director(s)

MAIN DUTIES

- Supporting the director of coaching and supervising administrative activities for customers and staff members.
- Handling office tasks, such as answering email and data entry.
- Communicating with parents, including: invoicing, managing sessions, updating availability and waiting lists, cancellations and general enquiries.

19. Class for Kids subscription T&C's

We've partnered with ClassForKids to provide you with an easy-to-use, modern and secure booking system. This new booking system will allow you to book classes anywhere, anytime on any device, and whenever it's convenient for you. All future payments will be on the first of each month.

Using this new system, you only need to input your details once and they'll be stored in your own dashboard for all future bookings. Some of you may already have a ClassForKids account, in which case, you know how simple it is to use. [Here's a quick video on how it all works](#)

Classforkids runs on a monthly subscription due on the 1st of each month. A one month cancellation requirement is necessary. This must be done through contacting the administrator via email: membershipvpgc@gmail.com. The club reserves the right to increase fees by at least 5% each year.

20. Useful Resources and Contact Numbers

Club contacts Dr Barry McLaughlin
 Coaching Director
 Vernon Park Gymnastics Centre
 Pear New Mill
 Stockport Road West
 Lower Bredbury
 Stockport SK6 2BP
 0161 406 0488
 vernonparkgym@aol.com

www.vernonparkgym.org

Administrator

membershipvpgc@gmail.com

British Gymnastics National Governing Body
Ford Hall
Lilleshall National Centre
Newport
Shropshire
TF10 9NB
0845 129 7129
<https://www.british-gymnastics.org/>

Session times are currently available on the website www.vernonparkgym.org

The clubs management committee 2024

Chairperson	Dr B McLaughlin	Coaching Director
Secretary	Mr D McLaughlin	Deputy Coaching Director
Treasurer	Dr B McLaughlin	
Welfare Officer	Miss R Owen (beckyowen1504@gmail.com)	
Coach Representative	Miss L Jenkins	
Parents Representative	TBC	
Safety Officer	Miss R Owen	