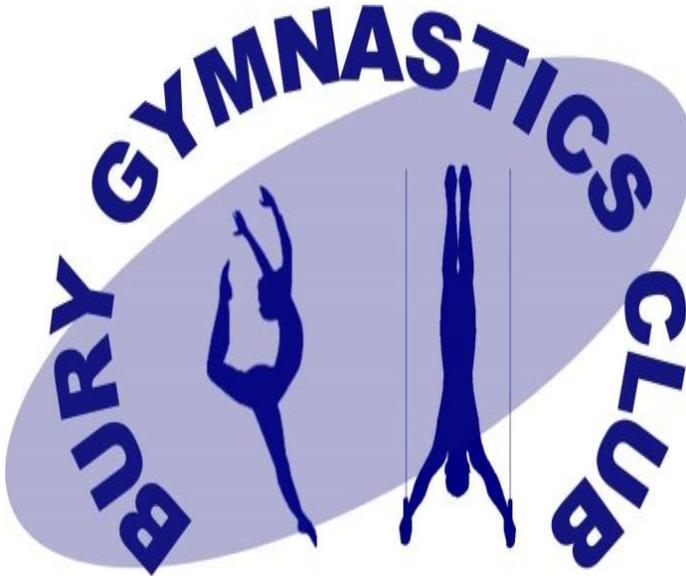


Member's Handbook



**Important information about Bury Gymnastics Club,
for Coaches, Officials, Parents, Guardians & Gymnasts.**

**Bury Gymnastics Club Limited
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Date: March 2015

Introduction

The purpose of this handbook is to provide coaches, gymnasts and parents/guardians with general information about the Club. It will guide you through matters concerning:

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Mission Statement

To provide the highest quality of training to children and young adults in a safe and challenging environment, to encourage all gymnasts to reach their own goals and achievements appropriate to their abilities.

PAST

Originally started in the early 1970's, sessions proving to be so popular that the Mosses Gymnastics Club was formed in 1975 with little more than a few mats, a trampette and a second hand vault - humble beginnings.

As the quality of the gymnasts produced by the club improved, limitations within the Mosses Centre forced gymnasts to move to larger clubs to achieve their full potential.

The Club moved to Goshen Leisure Centre in 1995 and became Bury Metro Olympic Gymnastics Club, opening with a floor consisting of gym mats and a tumble run which was homemade by the coaches. However, with the increased space available on offer at Goshen and the hard work of coaches and parents the club was able to purchase specialist gymnastics equipment and improve the quality of coaching. The club grew quickly and developed a good reputation for recreational gymnastics and providing female gymnasts with skills to compete at regional level.

The introduction in July 2001 of a boys section was an immediate success, producing some of the top juniors in the country to compete at the Men's British Championships.

Disaster struck on 9th April 2007 when the gymnasium at Goshen was totally destroyed in a fire but, with the support of coaches, parents and gymnasts the club managed to keep running, utilising other Club's facilities throughout the North West.

In December 2007 a temporary home in an industrial unit at Bury Bridge was leased by the Council and, with the purchase of new equipment, Bury Gymnastics Club was re-established.

Discussions then commenced with Sport England for the provision of a grant towards a new purpose built facility back at Goshen.

This process was not easy but, eventually, the Club was successful in being awarded a grant of £995,000 towards the building of a Gymnastics Centre to rival anything else in the country.

In Spring 2011 construction work commenced and April 2012 saw the Club move back to Goshen and into a fabulous facility which has enhanced the abilities of both the gymnasts and coaches, with gymnasts now representing Great Britain at European and World Championships.

THE PRESENT

Club membership numbers continue to grow and the achievements of the gymnasts are progressing to even higher competitive levels than before.

Through the hard work of the Club, its coaches, volunteers and gymnasts, Bury Gymnastic Club is now firmly established as one of the leading clubs in the country.

THE FUTURE

Resting on our laurels has never been an option at Bury Gymnastics Club and it continues to strive to even greater levels of success, both locally and nationally, whilst continuing to serve the community of Bury; setting the behaviour of sports achievements for all.

Section 1 – The Club

1.1 The Club

Bury Gymnastics Club Limited (BGCL) is a non-profit making Company and is affiliated to both British Gymnastics (BG), English gymnastics and the North West Gymnastic Association.

1.2 Club Purpose

The purpose of the Club is to foster and promote the sport of gymnastics at all levels, providing opportunities for recreation and competition. The Club will:-

- Provide a safe environment for gymnastics activities
- Continually assess coaching methods and procedures to reflect current training and accepted good practice.
- Ensure that all current and future members receive fair and equal treatment.
- Establish a reputation for exercise and fun.

1.3 Board of Directors

The Club is run and administered by a Board of Directors in accordance with the Articles of Association of the Company.

Directors are volunteers who give up their free time for the benefit of the Club and its members.

Directors meetings are held regularly to discuss operational matters along with other items relevant to the club e.g. finance, grant applications, health & safety, child welfare, coaching to name just a few.

1.4 Club Management

The Board of Directors is assisted by the Club Management Team, whose officers are elected at the Annual General Meeting by the Full Members. Club Members are volunteers who give up their free

time for the benefit of the Club and its members. They meet regularly to discuss issues relevant to the club e.g. health, safety and welfare, fund raising and the general welfare of the Club.

Details of the Club Management Team are shown on the Club's notice board.

1.5 Club Coaches/Judges

Under the expert guidance of our Director of Coaching, we are fortunate to have a team of well qualified and committed coaches and judges. They are a combination of full time employees, part time workers and volunteers. Most of them have become involved because their son/daughter took up gymnastics or they were once gymnasts themselves.

All are required to gain the minimum coaching/judging standards, at which time they are C.R.B. checked in line with British Gymnastics requirements. All are encouraged to progress within the B.G. coaching/judging structure and attend other applicable courses e.g. first aid and child protection. In house coaching clinics are held, as required, to improve general coaching standards or to deal with a particular issue.

Details of the Club coaches/judges are shown on the Club's notice board.

1.6 Volunteers

Volunteers are the life blood of the Club and all parent/guardians are encouraged to become involved. Whatever your particular skill, interest or background your involvement will be greatly appreciated.

So if you fancy becoming a coach, judge or help out with the running of the Club:

- Just Ask – Please!

1.7 British Gymnastics

Our governing body is the British Gymnastics Association and as an affiliated member the Club has adopted their policies on health & safety, welfare, equity, child protection etc.
(See section 7)

1.8 Competitions & Events

All gymnasts are encouraged to participate in competitions once they have attained the required standards. These range from local competitions for our youngest gymnasts up to regional and national competitions for our more senior gymnasts.

Competition information and results are shown on the Club notice boards.

1.9 Communication

Club activities and events will be notified to you in a variety of ways including email, club website, club newsletter and notice boards.

1.10 Club Website

Check out the Club website www.burygymnastics.org.uk for the latest Club news, competition results, training events and general gossip.

Parents and gymnasts are encouraged to contact the Club with any news and views.

1.11 Club Newsletter/Social Media

Working in harmony with the Club website, the Club newsletter will be displayed on the Club notice board for those who don't have access to a computer.

Facebook: www.facebook.com/pages/Bury-Gymnastics

1.12 Fund Raising

In common with all voluntary organisations we are always looking for ways to improve the facilities that we offer. We hope that all gymnasts, parents, family and friends will support our fund raising efforts.

1.13 Social Events

The Club aims to offer social events throughout the year, we hope that gymnasts and parents will support these occasions

Section 2 – Classes

2.1 Classes

All classes are run by the Club.

Parents should understand that as with all things in life, children develop their various gymnastics skills at different ages and at different times. Gymnasts will only be moved up a class when the coaches deem them to be ready. More often than not the gymnasts that are a little slower at learning the new skills are more methodical in their approach and develop the core skills better, which in turn results in better performances at a later stage.

2.2 Coaching Programmes

Girls coaching programmes are structured so that gymnasts will be able to compete in women's artistic competitions – 4 pieces, comprising of floor, vault, beam and asymmetric bars.

Boys coaching programmes are structured so that gymnasts will be able to compete in men's artistic competitions – 6 pieces, comprising of floor, vault, pommel, parallel bars, rings and high bar.

2.3 Early Years Gymnastics

Introductory parent and toddler classes from 2yrs to school age. These sessions consist of a structured class (45mins) and soft play (45mins).

2.4 Girls Recreational Badge Classes (age 4+)

These classes concentrate on learning basic shapes, balance and co-ordination and towards the end of each course gymnasts are tested and awarded under the BGA Badge scheme from level 7 to 1. Progression from the recreational classes to the pre squad is dependent on ability, aptitude, commitment and behaviour.

2.5 Girls Pre-Squad/Development Squad

Once selected, the emphasis is on further development and to prepare the gymnasts for the competition squads. These gymnasts have the opportunity to compete at club, county and regional competitions.

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2.8 Trampoline

These classes start on learning basic trampoline skills and then progress through the awards schemes.

2.9 Other classes

We have other classes available please ask at reception.

2.10 Competition squads (Boys & Girls)

- All gymnasts must attend as often as possible; lack of commitment will hinder their progress. Gymnasts who miss their regular times frequently will not be offered extra training and a more suitable group may be offered.
- Gymnasts will show respect to all coaches and are reminded that the gym is a working environment. It's important all gymnasts show respect in ways of

encouragement to each other and not to disturb the concentration of their peers.

- Any gymnasts or parents who violate this understanding will go through a process of warnings. Gymnasts will be made to sit out, suspended and possibly dismissed if the problem cannot be solved.
- Parents are reminded that not all gymnasts will be champions, but all gymnasts can have a happy and successful career. Gymnasts develop at different rates, it is important to allow gymnast to go at their own pace and not compare them to others. We offer suitable groups for all disciplines and abilities.
- If a gymnast is injured for more than 7 days, an explanation letter must be handed to the head coach in order for a refund to be allocated. Refunds will not be allocated for illness or cancelled sessions.
- The coaching team will decide the best path and training group for the gymnast. The Director of Coaching will make the final decision.
- It is vital that every gymnast and parent follows these rules to ensure the gymnasts remain safe at all times. If at any point the directors or coaches feel these rules have been breached, you may be asked leave. Should problems persist, you may be barred from the site.
- Gymnasts are responsible for their own kit. They must wear Club tracksuit or fleece, hoodie and t-shirt for all training sessions that take place outside their own gym. They must always carry hand guards (including spares), straps, gloves, chalk and two copies of their floor music (girls only) to all training sessions.

- Coaches of gymnasts in the competitive squads may need to keep records of their height and weight. It is important to monitor growth in the child as growth spurts can then be identified. This may lead to training being adapted to avoid risk of injury during these times.

If you have any concerns about your child's weight and height being monitored please speak to your child's coach.

2.11 Punctuality in training

Punctuality in training is considered an essential part of a gymnast's and coaches practice and responsibility. Gymnasts should be punctual in the following instances:

- The start of morning, afternoon and evening training sessions.
- The start of training after a given break.
- Any activity concerning competition, training camps, trips etc.
- Any meetings required to attend.

If a gymnast is late to training, or finishing early, it is the parents/guardians responsibility to text/call/email the coach prior to the class to explain the reason for the gymnast being late or early to finish. Should this be a frequent occurrence, your child may be offered an alternative class with hours that suit your needs better.

The first 3 un-authorized lateness's would result in the child being excluded from the training session or not allowed to take part for the given day. Should a gymnast acquire 3 un-authorized lateness's in a month, the gymnast will be offered an alternative class. Should a gymnast leave early 3 un-authorized times in a month, the gymnast will be offered an alternative class. With regards to the class the gymnast is offered, and any other changes that may happen in the gym, it is entirely the decision of the Director of Coaching. The Director of Coaching reserves the right to move any gymnast from their current group to another group within the Club.

2.12 Illness policy for children

At Bury Gymnastics Club we encourage gymnasts where possible not to miss training due to illness however sometimes this is unavoidable. To enable you to make the decision on whether children are ok to train we have a policy in place. The reason this policy is important is although some illnesses require a child to remain at home for a period of time to prevent the spread of infection and to allow the child to rest and recuperate. Children

with a temperature of 100° Fahrenheit or higher should remain at home until this has settled.

- Vomiting & Diarrhoea: If children have had more than 2 episodes of sickness or diarrhoea in a 24 hour period they should be kept away from the gym until they have been 48 hours clear of symptoms. Children may return once the reason for change in bowel has been resolved and if the change is not due to Salmonella, Shigelloses or E. coli infections.
- Hepatitis A: Usually lasts for 1-10 days. Symptoms include skin lesions with several stages including raised pimples filled with fluid or pus and crusted areas. Children should remain out of the gym until skin lesions are healed, or until 24 hours after medical treatment has been started.
- Impetigo: Extremely contagious that causes sores and blisters on the skin. Antibiotics are recommended and children are no longer contagious after 48 hours of treatment, where they can return to the gym.
- Measles: Symptoms include a bad cold, watery eyes and a rash. Children should be kept out the gym until the 5th day after the rash disappears or when their local health department states patient is non-infectious.
- Mouth sores: Children only need to be excluded from the gym if mouth sores is coupled with drooling.
- Pediculosis (Head Lice): Children should be excluded at the end of the day and until the hair has been treated and there are no nits present. An additional treatment is needed 7 to 10 days later to kill the eggs that have hatched. Using a nit comb is the most effective way to remove lice.
- Pertussis (Whooping Cough): Children should be kept away from the gym until five days after the appropriate antibiotic has been completed or until local health department states patient is non-infectious.
- Varicella-zoster (Chicken pox): Can range from 10-21 days and symptoms include a sudden onset of mild fever, rash on second day as superficial raised pimples, which shortly become filled with clear fluid. Later scabs form. Children should be kept away from the gym until all the lesions

have dried and formed scabs, usually within six days of onset of rash.

- Influenza: Usually 1-3 days of symptoms including a sudden onset of fever, sore throat, muscle aches, runny nose, cough, and headache. Children should be kept at home for the duration of the fever and until the child is able to resume routine daily activity.
- Ringworm: Has an incubation period of 4-10 days. The condition may persist and recur for many years. Symptoms include small, reddish, itchy, scaly patches that gradually expand outward, clearing in the middle, forming a flat, spreading ring-shaped lesion with scaling margins and clear centres. Gymnasts can attend training once treatment is started.
- Strep Throat/Scarlett Fever: Usually lasts 1-3 days with symptoms including sudden onset, with sore throat, fever, tonsillitis or pharyngitis, and tender lymph glands in the neck. Rash, if it appears, usually does so within 24 hours upon the neck, chest, and in the folds of the axilla, elbows, and groin. It appears as a fine, pinpoint rash that can be felt. The face is flushed, with paleness around the mouth. Exclusion from the gym until at least 24 hours after beginning antibiotic treatment, and until they are fever free.
- Eczema: not contagious and therefore does not require exclusion.
- Mumps: Has an incubation period of 14-25 days. Symptoms include general feeling of unwell, high temperature, pain and swelling at side of face. Children should be kept out of the gym until the swelling goes down.
- Parvovirus B19 (slapped cheek disease): Can last 1-20 days. Symptoms include fever and nasal discharges, red rash on cheeks. Exclude from the gym until rash appears, children are no longer contagious when the rash appears.
- Verrucas and Warts: Often occur on the hands and feet, can be spread particularly through water. Gymnasts can train with verrucas and warts but should remain covered to decrease the risk of spreading.

Section 3 – Attending Classes

3.1 Enrolment

You are required to complete the Club Registration and Consent Form. We would ask you to complete all details clearly as this information is used for BG insurance purposes (where applicable) and provides the Club with important medical and emergency information.

Classes normally operate on a 13 week cycle and enrolment for the next class will commence 14 days before the end of the current class. Gymnasts wishing to continue need to enrol for the next session in good time otherwise a place cannot be guaranteed.

3.2 Induction

A brief induction will be given to new gymnasts and parent to explain the working of the Centre, location of toilets, fire escapes etc. If anything is unclear please ask.

3.3 Arrival

Both gymnasts and parents should be aware that the Gymnastics Centre is situated within a trafficked area. If arriving by car, drivers should take extra care when approaching the car park. Parents should park with consideration for other gym users and other car park users. Please use the designated car park spaces only. If arriving by foot, please use the pavement and take care when crossing the car park. Gymnasts should be walked into the Centre by parents.

3.4 Before Class

Gymnasts should arrive at least 5 minutes before the start of the class; it can be disruptive to the session if a gymnast arrives late.

3.5 Changing

Changing facilities are provided for all gymnasts and all kit should be left tidy in the changing rooms at all times.

Valuables (watches/jewellery, phones etc.) should not be brought to the gym. The Club will not be liable for any losses.

It is strictly forbidden for male parents/guardians to enter the female changing area, and, likewise, for female parents/guardians to enter the male changing area.

Gymnasts requiring parental assistance going to the toilet should use the toilets situated near the entrance so that the parent/carer can assist.

Gymnasts are not allowed into the gym area until instructed to do so by a coach.

3.6 Viewing Area

The viewing area is not to be used as a changing area.

Parents/Guardians and siblings are welcome to watch their child during training from the view area only.

Parents are NOT allowed to record videos or take photos of their children using any camera or phone device through the window.

Parents/Guardians must not distract the gymnasts while they are being coached – it can be dangerous to do so.

Children not taking part in a training session are **Strictly Forbidden** to go into the gymnasium.

Prams, pushchairs and car seats should not be brought into the gymnasium.

3.7 Offices

This area is for the use of coaching and office staff only. Staff valuables should be kept in the lockers provided. The Club will not be liable for any losses.

3.8 Clothing & Jewellery

See Dress Code (section 3.13)

- **Recreational**
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.
- **Pre Squad Onwards**
A training leotard must be worn, (long or short sleeved). Gymnasts will not be permitted to introduce items of fashion into training sessions.
- **Jewellery**
Coaches and gymnasts are strictly forbidden to wear jewellery, including earrings or body piercing whilst in the gymnasium. This is a strict requirement enforced by British Gymnastics.
Persons flouting this rule will not be allowed to train.

3.9 Food & Drink

Gymnasts should bring a drink with them, coaching will allow for drink breaks during training. Drinks should be consumed within the changing area and not in the gym. Eating is not allowed during training or in the changing areas.

3.10 Departure

Parents/Carers should arrive at the gym a few minutes before the end of the class for collection of their gymnast/gymnasts. If you are delayed then please make contact with the Centre.

3.11 Clothing & Equipment

As your child progresses further you may be required to buy further equipment e.g. handguards etc. The coach in charge of your child will advise you when you need to get this equipment.

Please ensure all belongings are labelled. Any items of lost clothing will be returned to their rightful owner if labelled clearly.

3.12 Clothing & Equipment for Competition Squad

All gymnasts on accepting a place in a competition squad will be required to purchase a Club leotard and Club tracksuit.

For the warm up gymnasts must wear tracksuit, leotards, shorts, t-shirts will be allowed but not football shirts.

Block chalk must be used and will be provided by the Club.

3.13 Dress Code

The Club has adopted the British Gymnastics policy on dress and body adornments. Sensitivity to religious convictions will be demonstrated, although concessions will be subject to a risk assessment.

Gymnasts must conform to the rules for their own safety. Failure to conform may result in the gymnast being asked to leave the session as it will invalidate personal accident insurance cover.

- Gymnasts may work in bare feet or gym slippers.
- On trampolines socks and /or gym slippers must be worn.
- Long hair should be securely tied back to avoid distraction or loss of vision.
- Long fingernails present a risk to the gymnast and coach. The coach is responsible for ensuring the length of fingernails is compatible with the activity. No false finger nails to be worn.
- Coaches and gymnasts should be aware of the risk associated with wearing spectacles and minimise the risks by wearing flexible frames or contact lenses or ensure glasses are secure.
- Any person, whether coach or participant, with body adornments or jewellery must remove the relevant items in order to reduce the risk of injury to themselves or others.
- Any form of footwear involving wheels i.e. roller skates, Heeley's etc. should not be worn inside the Club.

Section 4 – Membership, Fees & Training Times

4.1 Membership

Gymnasts who enrol for classes run by the Club, or are members of the competition squad, or who participate in competitions have to take out Club membership. This is a mandatory requirement and includes membership to British Gymnastics and includes membership legal and personal accident insurance cover. You will receive an information pack from British Gymnastics.

Club membership becomes due on the 1st October each year, and membership fees are shown on the club notice board.

4.2 Club Fees – Classes

Fees for classes run by the Club, and how to pay will be shown on the Club notice boards. These will be reviewed each year in September.

4.3 Club Fees – Competition Squads

Fees for the competition squad vary depending on the number of hours training. If selected into the competition squad you will be notified of training times and fees payable. An offer of a place in the competition squad is dependent on a gymnast's commitment, aptitude and behaviour. Parents/guardians must agree to pay fees by standing order.

4.4 Competition Fees

Competition details will be shown on the Club notice boards. Gymnasts selected for competitions will be required to pay a competition entry fee by the due date. Failure to pay by the date will make the gymnast ineligible to compete.

4.5 Outstanding Amounts

The Club will take necessary action to recover any money outstanding to the Club in respect of membership, fees and Club merchandise etc.

4.6 Making Payment

Payments of fees, membership, Club merchandise and funding raising money should only be made to an authorised person at the Clubs office and a receipt obtained.

Please note: Any fees for ALL disciplines not paid within the first week of the month/block will result in gymnasts not being able to train until the fees are up to date and also incur additional charge of £10. Fees are set per group and must be paid even if sessions are missed. If gymnasts cannot attend all sessions set for their particular group, coaches will look for a more suitable group.

4.7 Holiday

The club will be closed over the Christmas holiday period, the Easter weekend and on Bank Holidays. We aim to be open at all other times. However there may be occasions when sessions may be suspended e.g. for competitions, installation of new equipment, bad weather or when coaches are training. The Club will give notice of these closures.

4.8 Training Times

Training times of all classes and squads will be shown on the Club notice board.

4.9 Vandalism and Graffiti

Any member of the Club found to be damaging either the building or its contents will have their membership terminated and action will be taken by the Club to recover all costs of replacing any items damaged.

Section 5 – Health, Safety & Welfare

5.1 Introduction

The Club takes its health & safety responsibilities very seriously and we have implemented controls to ensure the safety of your child (ren) whilst at the gym. We must all work together to ensure that we maintain a safe environment for everyone.

If there is anything that you are unsure about, or if you would like to make any comments in relation to health & safety or welfare, please contact a member of the coaching staff, the Clubs Health & Safety Officer or Welfare Officer.

Our priority is to ensure that the gymnasts have the ability to develop in a safe environment and enjoy their time here at the Club.

5.2 Security

Please take care when arriving/leaving the centre (see 3.3 & 3.10)

5.3 Photography

Photography or video recording of any kind is only permitted within the Centre with the written permission of the Club's Director of Coaching. Coaches may video gymnasts for coaching purposes only and only use the Centre's equipment to do so. Gymnasts or coaches who require either photos or videos as part of a school project or examination must bring in a letter from the school explaining their requirements.

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

5.4 Equipment in the gym

All of the equipment in the gym is maintained to a high standard and is inspected on a regular basis.

It is also only designed to be used by gymnasts who are under the care of a qualified coach. Under no circumstances should children use any of the equipment without a coach being present. (see 3.5)

It is vitally important that coaches and parents work together to ensure that the gymnasts understand the potential dangers of using equipment unsupervised, especially if they have never used it before but have seen the older, more experienced gymnasts doing so.

5.5 Office & Kitchen Area

This area is for the use of coaching and office staff only.

5.6 Accidents

The coaches and management work very hard to minimise the risk of an accident occurring and we greatly appreciate the efforts of parents in assisting in this matter. However accidents can happen and a qualified first aider is always on site whenever the Club is open. Please report all accidents to a member of staff, who will record the accident in the accident book.

If you or your child had an accident and did not get hurt, but there was a possibility that they might have, report the matter. These so called 'near miss' events are crucial as they allow the club to investigate and make any changes necessary to prevent an actual harm incident from occurring. All accidents will be appropriately investigated and any corrective actions implemented if necessary.

5.7 Building

The Club is located within a building owned by Bury MBC, the Club and the local authority work together to ensure that a safe environment is maintained at all times. In the event that you

discover something that causes you concern, such as broken furniture, please report this immediately to either the staff or coaches.

5.8 Emergency Arrangements

The Club recognises its duties under the Health & Safety at work Act 1974 and subsequent legislation. As part of its commitment to ensuring a safe environment for gymnasts, coaches, parents and visitors, emergency arrangements have been implemented.

5.9 Fire Safety

With the gym in full operation public areas can get quite congested with parents and other children. Please do not block fire exit doors or corridors and never allow other children to play with external fire doors as not only could this cause damage but if accidentally left open they could allow an unauthorised person access to the gym.

The building is a non-smoking area, should you wish to smoke please go outside the fenced area and away from the main building. Please do not dispose of lit cigarettes in the external waste bins as this could cause a fire.

The building is fitted with a fire alarm system, if activated please follow instructions from coaching or office staff.

Parents/carers/visitors will be asked to leave the building by the nearest safest exit. They will be informed that gymnasts will remain with their coach. Coaches will assemble their group of gymnasts and lead them out of the building by the nearest safest exit.

All persons will assemble on the main car park by the red brick building.

The senior coach or staff member on duty will contact the emergency services. Staff will take a roll call of all the gymnasts at the assembly point, and will co-ordinate all parents/carers and visitors. They will confirm that the emergency services have been

contacted and agree that all persons are accounted for. They will liaise with the responding emergency services and inform those present when the all clear is given and when it is safe to re-enter the building.

No persons will be allowed to leave unless a record is kept and approval given by the senior staff on duty.

In adverse conditions (weather or light) a decision will need to be made about ensuring the welfare of all persons involved in the evacuation. The general principle must be containment and gymnasts must not be allowed to get into another person's vehicle.

If you discover or suspect a fire in the building please:

Raise the alarm both by using the fire alarm calls point and informing people around you.

Leave the building by the nearest, safety exit taking your children with you; do not stop to collect personal belongings or your gymnast's clothing from the changing room.

The coaching staff will take the gymnast in classes out of the building.

Assemble at the main car park near the red brick building, away from the building and collect your gymnast/s from their coach.

Do not re-enter the building until you are told it is safe to do so by a member of staff or the senior coach present.

Report if you know or suspect someone to be missing.

Section 6 - Code of conducts

6.1 Code of conduct for participants

We are fully committed to safeguarding and promoting the well-being of all our members. The Club believes it is important that gymnasts, coaches, administrators and parent/guardians associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Members are therefore encouraged to be open at all times and share any concerns or complaints that they may have in respect of the Club with the nominated welfare officer. (Picture and contact details displayed on the Clubs notice boards)

A good standard of behaviour within the gymnasium will greatly reduce the risk of injury and enhance concentration and the work ethic.

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

- All gymnasts must participate within the rules and respect coaches and judges and their decision.
- All gymnasts must respect opponents and fellow club members.
- Gymnasts should keep to agreed timings for training and competitions or inform their coach of they are going to be absent or late.
- Gymnasts must agree to the Club's policy on body piercing and adornments and the Club's code of dress.
- Gymnasts must not smoke, consume alcohol or take drugs of any kind whilst training at the Club, or representing the Club at competitions or other events.
- Gymnasts must treat all Club property and equipment with respect.
- Gymnasts must inform the Director of Coaching (or the most senior coach present) of any injuries or illness they may have before the warm-up begins, or if they become injured, or begin feeling unwell during training, events and competitions.

- Gymnasts should not eat or chew gum during training or participating in events and competitions.
- Gymnasts must not use bad language.
- Gymnasts should remain within the Club's premises at the end of each session until collected by their parent or guardian.

6.2 Code of conduct for parents and guardians

As a parent/guardian of a participating member of the Club you are expected to abide by the following:

- Arrive suitably ahead of the start time of any sessions.
- Encourage your child to learn the rules and participate within them.
- Discourage challenging/arguing with officials
- Publicly accept officials' judgements.
- Help your child to recognise good performances, 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 has plenty to drink and is dressed appropriately for the activity.
- Keep the club informed if your child is ill, injured 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. (Please speak to the coach at the beginning or end of the session; details of all people concerned with the Club are on display within the Club).
- 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.

- Parent/guardians must pay training and competition fees promptly.

6.3 Code of conduct for coaches and volunteers

All coaches, officials and volunteers must:

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with gymnasts based on mutual trust and respect.
- Hold an appropriate, valid 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 immediately before or during training or events.
- Never have gymnasts stay overnight at your home.
- Never exert undue influence over performance to obtain personal benefit or reward.
- Always report any incidents, referrals or disclosures immediately, following the guidelines set out in the British Gymnastics child protection procedures.
- Never condone rule violations or use prohibited substances.
- Make sure that confidential information is not divulged unless with the express approval of the Parent/Guardians.
- Promote the positive aspects of the sport (e.g. fair play).
- Encourage gymnasts to value their performances and not just results.
- Coaches must ONLY use the gym equipment when photographing or videoing of gymnasts.

6.3.1 Transporting of Gymnasts

Transporting of Gymnasts: for training assignments, competitions, coaching courses etc.

- Should a coach/official need to transport a gymnast (other than a one-off emergency situation) then approval of the Board of Directors must be sought prior to the arrangement taking place.
- Any one-off emergency situation should also be notified to the Club retrospectively.
- Any arrangement agreed to by the Board will be for a limited period (as set by the Board) whilst another solution is found to resolve the situation that has occurred.
- The Club must receive written consent to the temporary arrangement from the parent/guardian.
- For health and safety reasons the following information must be provided to the Club by the individual transporting the child.

- Written consent from their insurance company.
- Copy of driver's license (paper and card).
- Valid MOT certificate for vehicle used.
- Access to breakdown/recovery services.
- First Aid kit in the vehicle.
- Suitable arrangements/procedures in place in the event of an emergency e.g. mobile phone available, contact details of parent/guardian etc.

Section 7 - Club Policies

7.1 Equality & Equal Opportunities Policy

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 equality 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.
- Equality 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 is prohibited.

7.2 Child Protection Policy

The Club is committed to ensuring that those working with children and vulnerable adults adopt best practice to ensure the health, safety and welfare of all 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 guideline 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.
- Ensuring 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 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 parents, are aware of the purpose of videoing, filming or photography during training and events.
- Have a zero tolerance level of poor practice, bullying or any potential form of abuse

For further information please see British Gymnastics website:

www.britishgymnastics.org

7.3 Whistle Blowing Policy

The Club is committed to openness, honesty and accountability.

We expect coaches and others with serious concerns about the Club to come forward and voice them.

This policy encourages and enables coaches and others to raise concerns inside the Club rather than ignore them or disclose them outside.

The policy respects confidentiality and helps coaches to raise concerns without fear of reprisal.

7.3.1 How to raise concerns.

This depends on the seriousness and sensitivity of the issues involved and who is thought to be involved.

Whenever possible the concern should normally be raised with the Director of Coaching, or the Club's Child Welfare Officer, or any Director of the Club. If it is believed that the Director of Coaching is involved then the matter should be raised with the Club's Chairperson.

It is preferred that any concerns be raised in writing. If this is not possible the Club's Child Welfare Officer can be contacted by telephone, details can be found on the Club's notice board.

7.3.2 Safeguarding

The Club will not tolerate harassment or victimisation by those involved in raising any concerns, and will take the necessary action to protect them.

7.3.3 Anonymous Allegations.

This policy encourages that a name is put to any allegation. Although concerns expressed anonymously will be considered, taking into account

- The seriousness of the issues raised.
- The credibility of the concerns.
- The likelihood of confirming the allegation from other, attributable, sources.

7.3.4 Confidentially

The Club will do its best to protect the identity of anyone raising a concern who does not wish their name to be disclosed.

7.3.5 Untrue allegations.

If anyone should make an allegation in good faith, but it is not confirmed by the investigation, then no action will be taken against the person making the allegation. However, any malicious allegations, or repeated allegations which have no foundation, will be viewed by the Club as a serious matter and appropriate action taken.

7.3.6 Response

The action taken by the Club will depend on the nature of the concern. The matter raised may

- Be investigated internally.
- Be referred to the police.
- Be referred to local authority safeguarding children board.
- Form the subject of an independent inquiry.

To protect individuals initial enquiries will be made to decide whether an investigation is appropriate, and if so, what form it should take. Most matters will, initially, be investigated internally by the Club's Child Welfare Officer in conjunction with the Directors. Concerns or allegations which fall within the scope of specific current procedures (e.g. child protection or discrimination issues) will normally be dealt with through those routes.

Within 48hrs of a concern being received, the Club will

- Acknowledge that the concern has been received.
- Indicate how it proposes to deal with the matter.
- Give an estimate of how long it will take to provide a final response.
- Indicate whether any initial enquires have been made.
- Inform whether further investigations will take place, and if not, why not.

Some concerns may be resolved by immediate action without the need for an investigation.

The amount of contact between the Club's Child Welfare Officer considering the issues and the whistle blower will depend on the nature of the matters raised, the potential difficulties involved and the amount of clarity of the information provided, if necessary further information may be sought.

Where a meeting is arranged the whistle blower will have the right to be accompanied by a B.G. representative or a friend or independent person.

The Club will act as necessary to minimise any difficulties which the whistle blower may encounter as a result of raising a concern, e.g. if there is a requirement to give evidence in criminal proceedings the Club will put a B.G. representative in contact to advise about the procedure.

The Club accept the need for a whistle blower to be assured that the matter has been properly addressed, so, subject to any legal constraints, information will be provided about the outcome of any investigations.

7.3.7 Taking the matter further

The Club hopes that its investigations and the action arising from them will satisfy the concerns raised by the whistle blower, if not then the following are possible contact points

- Bury MBC Safeguarding Board.
- The police
- The local council member.

7.4 Anti bullying policy

We are fully committed that all members of the Club are able to participate freely in a safe, caring environment, and therefore to the prevention and management of bullying behaviour relating to children and young people in our care.

Our aim is to:

- Provide children, parents and staff with information if they are concerned about bullying.
- Set clear and consistent standards of behaviour.
- Establish a framework and introduce procedures which will inform parents, children and staff of action to take if they are concerned about unacceptable behaviour in a session.
- Assure all children that they will be participating in a safe/friendly environment and that their well-being is our priority.
- Ensure that the rights of children and young people to protect from abuse and neglect are upheld.

We will:

- Respond quickly to incidents of bullying during activities managed by the gymnastics club staff.
- Listen and respond to children's concerns and take appropriate action.
- Take parents' concerns seriously and respond effectively.
- Ensure key staff members are suitably trained to deal with any incidents.

To create a positive participative environment for our members we will:

- Ensure that all staff work towards a child centred environment.
- Develop positive relationships with all children who use our facilities and services with emphasis on the social values of participation, sharing, helping and encouraging.
- Regularly communicate clear ground rules/boundaries.
- Consult with children regularly.
- Provide an information pack for parents.
- Ensure that key staff receive appropriate training on relevant issues including behaviour management, child

protection, the importance of play, coach education and bullying awareness.

- Work towards an ongoing training programme to enable new members of staff to participate.

We will encourage all children attending our activities to behave accordingly to the following rules which will provide a framework of acceptable behaviour. We will:

- **Not tolerate bullying or harassment of any kind.**
- Be accepting of others regardless of age, race, religion, culture, or disabilities.
- Not ignore a child, who is being bullied, we will try to stop it or go for help.
- Use 'time out' if we feel angry or under pressure, or just need to claim down.
- Be kind to others, even if they are not our friends and we will make new children in our activities feel welcome.
- Not join in disturbances but will immediately report them to a member of staff.
- Create a quiet area for those who wish to opt out of programmed activities.
- Not judge others on the way they speak, their social behaviour, appearance or their ability.
- Report any bullying incident to a member of staff immediately.
- We will try to remember that everybody matters, including ourselves.

7.5 Anti bullying – staff action plan

Level one (informal intervention for single incident):

- Member of staff observe unacceptable behaviour or another child/children raises a concern.
- Listen and take the concern seriously
- Speak to child/children involved. Established facts of both sides of the story. Remind them of the ground rules.

- Intervene to resolve conflict/distress between the bully and the child at risk, explain the consequences of their actions and if necessary apply one of the following:
 - Request an apology
 - Encourage time out
 - Break up group dynamic
- Request a change in behaviour.
- Note any level one incident in the Club incident book.

Level Two (formal intervention)

If the unacceptable behaviour persists, the required actions are as follows:

- Direct a formal warning to child/children and remind them of the ground rules. Explain the implications if a change of behaviour does not take place.
- A formal warning will be recorded on an incident form.
 - The child/children will be asked to sit out of the activity.
 - Parents will be verbally informed of unacceptable behaviour.
 - Session leader and manager will be informed of sanctions imposed.
 - There may be a necessity to exclude child/children from future activities.
 - Any exclusion must be explained/discussed with the child's parents before it is imposed. This will ensure parents are informed and involved and have the chance to deal with the issue proactively.
- Reassure the child/children at risk that the complaint has been treated seriously and the consequences of the bully's actions.
- Note any level two incidents in the Club's incident book.

Level Three (repeated persistent bullying or serious assault)

- Remove child/children from the activity.
- Ask staff for assistance to comfort distressed child.
- Inform the Director of Coaching or designated key staff member.
- Record the incident immediately
- Inform parents and present a written warning.
- Exclude child/children from future activities depending on the severity of their actions.
- Note any level three incidents in the Club's incident book.

7.6 Anti bullying parent action plan

If parents have a concern, or observe unacceptable behaviour concerning gymnasts, that they would like to report, the procedure is as follows:

Level one (Isolated incident)

- The parent informs session leader.
- The session leader will intervene and speak to children involved taking action to ensure no repetition of unacceptable behaviour.
- The session leader will inform the Club Welfare Officer.
- No more action is necessary, unless the parent is not happy with the result.

Level Two (parents learns of unacceptable behaviour and is concerned about a child's welfare)

- Parent speaks to Club Welfare Officer.
- The Club Welfare Officer will speak to all staff involved to establish facts.
- The incident/concern will be recorded.
- The offending child/children will be spoken to.

- The Club Welfare Officer will write to the parent ensuring them that the incident has been dealt with.

Level Three (Persistent bullying or parent unhappy with the response from Level Two)

- The Club Welfare Officer will advise parent of the Club's formal complaints procedure.
- Parent makes formal written complaint.
- The Welfare Officer will inform the Board of the incident and complaint.
- The Board will investigate and respond accordingly in line with the Club's complaints procedures.

If parents are concerned about the behaviour of a member of staff, the procedure is as follows:

Level one (Parent wishes to express concern informally)

- Parent speaks to a Director or designated key staff member.
- The Director will speak to member of staff to discuss the matter informally.
- The Director will write to parent assuring them that their concerns have been addressed informally.

Level Two (Parent unhappy with response from Level One or parent wishes to make a formal complaint)

- Parent speaks to a Director or designated key staff member.
- The Director will advise parent of the Club's complaint procedure.
- Parent makes formal written complaint.
- The designated key staff member will inform The Directors of the complaint.
- The Director will investigate and respond accordingly in line with Club's complaint and disciplinary procedures.

7.7 Complaint/Grievance procedure policy

Informal stage

Any legitimate cause for complaint or dissatisfaction by an individual or group with the Club regarding a decision or instruction from a coach, member of the Club Management Team or Club volunteer will be treated seriously.

Anyone with a complaint or grievance against the member of the coaching staff should initially discuss the matter with the Director of Coaching.

If the complaint is against the Director of Coaching, member of the Club Management Team or Club volunteer, then the matter should be discussed with the Club Chairperson.

The Director of coaching/Club Chairperson must reply verbally to the grievance within 7 days, and if requested confirm the decision in writing.

Formal stage

If the person/group is dissatisfied with the decision then he/she/they have the right to progress the matter to begin formal proceedings.

A formal grievance should be stated in writing and sent to the Board of Director's and should be submitted within 7 days of the verbal or written response. This should be sent to the Club's Chairperson.

If this does not occur the grievance will be considered as suitably resolved and the person/group will not be able to raise the grievance again.