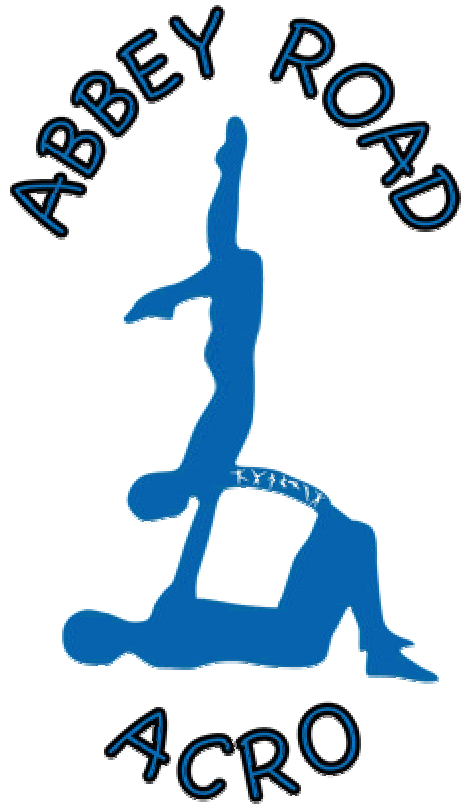


*Abbey Rd Acro*



Member's Handbook

## **Member's Handbook**

Dear Parents / Guardians,

Welcome to Abbey Rd Acro it is hoped that your child will enjoy their gym experience with us and want to continue as a member of our club.

The aim of the club is to provide a safe, effective and child friendly environment in which its members can participate in acrobatic gymnastics under the guidance of appropriately qualified coaches.

We value the support of parents and guardians and have made a viewing area to enable you to observe training sessions provided that it does not contravene our Health and Safety regulations. We also encourage and value parental involvement in the club.

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.

We hope to provide a child friendly approach to coaching, with a coach led programme and will endeavour to help you/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. Welfare Officers have been appointed by the club to deal with any safety issues. Arrangements should be made to escort your child to and from training sessions and events. We would appreciate your child arriving and being collected promptly.

Training times are on the notice board and website ([www.abbeyroadacro.co.uk](http://www.abbeyroadacro.co.uk)). The Head Coach will inform you on what training sessions to attend.

Participants are required to be appropriately dressed in gymnastic attire, but sensitivity within the bounds of reasonable safety, will be shown in particular circumstances.

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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.

Club leotards and tracksuits and other club merchandise can be ordered at the front desk when desired.

The annual registration fee includes membership to BG (British Gymnastics) and or WG (Welsh Gymnastics) and this encompasses appropriate insurance for your child and the club.

Please ensure that you have completed the Club Registration form and other Participation forms and return it together with any fees to the Club Administrator. Thank you.

Yours Sincerely,

Paul Blackwell  
Head Coach

School holidays / bank holidays

Gym is still open during all half term and summer holidays. Bank Holidays gym will be closed unless advised otherwise. We have taken into account the bank holidays over the year and the fees reflect this. During school holidays we will be running camp days. These will be an additional cost and must be paid for in advance. Regular classes will still be on.

### Communication

A Newsletter will be published quarterly to inform parents of how the club is doing. Also you can look on the website if you need to contact us or find something out.

### What's in this handbook?

Club rules  
Codes of Conduct  
Complaints & Grievances Procedures  
Accident, Emergency and Safety Procedure  
Policy statements  
Photography

## *Abbey Rd Acro*

### **CLUB RULES**

All parents are asked to help by ensuring that the club rules are observed at all times, These are:-

- Parents are asked to ensure that the coach has arrived before leaving their children in the gym.
- Fees are due on the first week of every month and we ask that you pay on time. We regret that due to the high cost of hiring the gym we cannot give reductions for absence.
- The coaches are responsible for the children while they are in the gym. Children must therefore behave and treat the coaches and other staff with respect at all times.
- Gymnasts must never go on apparatus unsupervised, or without permission from a coach.
- Persistent misbehavior will result in disciplinary action.
- Children will be taught in groups according to their ability and experience. The coaches will decide which session a child may attend.
- Parents are asked to ensure that children arrive and leave the gym at correct times.
- Gymnasts must be properly dressed, strictly, no jewelry, long hair to be tied back, bare feet (or suitable protective sock if foot infections are a problem).
- If your child decides to stop attending their class, please advise your coach as soon as possible. If we are not notified we will hold open their place for 3 months, however you will remain liable for the fees for these months.
- All persons must respect the rights, dignity and worth of others.
- All individuals must treat people fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability.
- All competitions have entry fees for each individual gymnast and these fees must be paid for by the gymnast / parents.



### **CODES OF CONDUCT FOR COACHES / VOLUNTEERS**

- Must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.

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- Must place the well being and safety of each gymnast above all other considerations, including the development of performance.
- Must adhere to all Guidelines laid down by British Gymnastics, (Governing Body).
- Must develop an appropriate working relationship with each gymnast based on mutual trust and respect.
- Must not exert undue influences to obtain personal benefit or reward.
- Must encourage and guide gymnasts to accept responsibility for their own behaviour and performance.
- Must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of gymnast.
- Should, at the outset, clarify with the gymnast (and where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
- Must co-operate fully with other specialists (e.g. other coaches, officials, doctors, physiotherapists) in the best interest of the gymnast.
- Must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the laws of British gymnastics, behaviour contrary to the spirit of the laws of gymnastics or relevant rules and regulations or use of prohibited substances or techniques.
- Must consistently display high standards of behaviour and appearance.
- Not to use or tolerate inappropriate language.
- Have to be aware that their decisions, choice of actions, and strategic targets have implications.
- Must never humiliate a gymnast by shouting inappropriately at them. Shouting at gymnasts is unacceptable behaviour. Shouting is only acceptable when it is used to avoid an accident.

### **CODES OF CONDUCT FOR PARENTS / GUARDIANS**

- Remember that Children participate in this sport for their benefit, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Remember that children learn best by example.
- Respect coaches' and other officials' decisions and teach children to do likewise.
- Show appreciation of volunteers, coaches, officials and administrators. Without them, your child could not participate.
- Criticism of other people's children / coaches can be upsetting to all and is frowned upon by this club. Please refrain from doing so.
- Any problems regarding your child, please speak directly to the appropriate coach.
- Encourage. Don't criticise.

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- In the case of absence, a message should be left with the gym, prior to the start of the training session.

### **CODES OF CONDUCT FOR SPECTATORS HOME & AWAY**

- Encourage and support the gymnasts and coaches.
- Remain in the spectator area.
- Avoid sitting or leaving belongings on any item of gymnastics equipment.
- Keep children (and out of session gymnasts) off of all gymnastic equipment. They must remain in the spectator area if not currently participating.
- Refrain from public disparagement, gossip and criticism. If you have anything negative to report, please follow the appropriate procedure. (See complaints procedure on notice board).
- Avoid interrupting the class or distracting the coaches / gymnasts.
- Refrain from using photography of any kind.
- Be considerate with regard to volume, language and topics of conversation.
- Do not leave litter.
- Enjoy watching.

### **COMPLAINTS / GRIEVANCES PROCEDURE**

Abbey Rd Acro is committed to the welfare and safety of all its members.

- Minor matters that arise during the course of a session will be the responsibility of the coach in charge of the session.
- Any significant matters will be reported to the head coach and welfare officer.
- If any party (Gymnast / parent / coach / club official) is unhappy with decisions made during the course of a session they should raise their concerns with the club welfare officer.
- Any complaints / concerns or grievances outside of training should be discussed with club welfare officers. All matters will be dealt with promptly and confidentially.
- If a complaint cannot be solved satisfactorily (to all parties) at club level then British Gymnastics will be notified and their procedures implemented.

# Emergency Procedures

## **Evacuation Procedure**

In the event of a fire, explosion or bomb threat or any other emergency requiring evacuation of the building the procedure described below will be followed.

- The Head Coach or Coach in charge of the session will instruct all gymnasts to stop what they are doing.
- The gymnasts & spectators will be instructed to remain calm & to walk to the assembly point via the nearest exit leaving their clothes & possessions in the building. The Assembly point is across the car park marked clearly with a green sign.
- If evacuation takes place during group activities it is the responsibility of the group coach/s to ensure that all their gymnasts are led to safety.
- If evacuation takes place during whole class activities all coaches will assist the Head Coach to escort the gymnasts to safety.
- The Head Coach will leave the building last making a quick check of the toilets during the evacuation process.
- The registration Clerk will leave the building immediately taking the class register & mobile phone.
- At the assembly point the gymnasts & coaches/helpers present will be checked against the register & the emergency services called.
- All coaches will reassure gymnasts whilst phone calls are made to parents to arrange the collection of their children.
- The club's incident book will be used to make a written record as soon as possible after the event.

## **Accident Procedure**

In the event of an accident incurring injury to a gymnast the following procedure will be followed. First Aid will only be administered by a qualified First Aider.

- The gymnast's coach will swiftly & calmly assess the situation for the risk of further danger or injury. Then listen to what the child is saying.

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- If the injury is minor the coach will instruct the other group members to stop the activity & summon an adult assistant, preferably the class First Aider to supervise the child sitting out & take any appropriate action e.g. applying cold compress.
- If the injury is serious the gymnast's coach will stop the groups activities & call the Head Coach & First Aider to decide whether the child can move safely.
- The child will not be moved if there are suspected major injuries & the Head Coach will call the emergency medics & then disperse the other group members to the care of another coach reassuring them that help is on the way. The Head Coach will then arrange for the injured child's parents to be contacted whilst the gymnast's coach remains with the child providing reassurance until the paramedics arrive.
- If the gymnast can be moved safely the Head Coach or First Aider will help the child to sit comfortably in the reception area & telephone the emergency medics & The child's parents.
- The accident book will be completed by the gymnast's coach as soon as possible following the event & parents signature obtained if possible.
- In the event of a serious injury the Club Secretary will follow up later with a telephone call to the parents & update the accident book
- We will inform BG if necessary.

In the event of a medical emergency occurring in respect of an adult the assessment process will be the same. The First Aider will take lead responsibility for caring for the sick or injured adult. Whilst the Head Coach manages the class. The persons emergency contact will be telephoned if the illness/injury is of a serious nature.

## **Abbey Rd Acro Health & Safety Policy**

Abbey Rd Acro recognises the duties it has under the Health & Safety acts and regulations to ensure the safety, health and well being of gymnasts, coaches, officials and helpers when they are involved with club activities.

The criteria for creating a safe environment include:-

- The health and safety of each participant is paramount. This includes ensuring the equipment and facilities are safe.
- Coaches must have the competence and experience for the role he/she is carrying out. Coaches must not coach beyond their level of qualification unless being supervised by a more experienced coach.
- The coach must be fully qualified, insured and CRB checked.
- The coach must carry out coaching duties with reasonable skill and care in accordance with BG codes of practice and ethics.

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- The gymnast must be mentally and physically prepared for the level of participation. Suitable well maintained apparatus & equipment must be provided.
- Facility must be clean.

## Abbey Rd Acro Equity Policy

Abbey Rd Acro 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 developmental 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.

## Photography Policy

Implicit within the British Gymnastics Protection of Children and Vulnerable Adults Policy and Guidelines is the commitment to ensure that all publications and media represent participants appropriately and with due respect.

Abbey Rd Acro has a policy for making sure that photographs and videos of its gymnasts will not be misused.

- The use of mobile phones within the event arena or training area is prohibited for taking photographs.
- A photograph or image (website and other media) of a child will not be published without written consent, and personal information of the individual, will not accompany the image.

Thank you.

*Abbey Rd Acro*