

**CARLISLE
GYMNASTICS CLUB

HANDBOOK**

Updated September 2018

1. Welcome to Carlisle Gymnastics Club

Welcome to Carlisle Gymnastics Club. Please read through our policies and guidelines to familiarise yourself with how we operate and behave as a Club.

Carlisle Gymnastics Club was formed in 1984 with the specific aim of coaching artistic gymnastics. Its aspiration has always been to have a full-time purpose-built facility and we continue to work towards that goal. We have come a long way from the small multi-use halls that we started out in and have moved several times over the past 30 years. Each move has been a step towards our ultimate goal and provided us with the opportunity to expand our membership numbers, training time and gymnastics disciplines on offer.

In 2016 the club became a company limited by guarantee. The Club is a not for profit company, which means that any profit is reinvested back into the Club to replace equipment and to keep the fees as reasonable as possible.

2. Statement of Purposes and General Information

Carlisle Gymnastics Club aims to provide an opportunity for children and adults to participate in gymnastics in order to enhance their health and wellbeing. The Club has an open and inclusive membership policy with new members joining a waiting list if the club is already operating to capacity. Children with a particular aptitude for the sport are selected from the recreational classes to trial for more advanced work and, if successful, given additional time and advanced training. The essential difference to other local provision is that the club provides a competitive route from local club through to regional to national events.

On entry to the club each member pays a quarterly fee, the amount depending on the number of classes attended. A new member must also pay an insurance premium to become a member of British Gymnastics (BGA). Membership is renewed annually via the British Gymnastics portal.

Club membership fees are reviewed annually in May. Fees are worked out over a twelve month period then divided by four for quarterly payments, or twelve for monthly payments. The fees take into account any dates that the gym is closed due to us hosting events or being unable to staff classes due to coaches attending events, Summer Camp, Easter, Christmas & New Year.

3. Club Code of Conduct

As a Club, we aim to:

- 3.1 Create an environment that nurtures the physical and mental development of its members;
- 3.2 Instil the virtues of fair play, sportsmanship and respect in the members
- 3.3 Provide a safe environment with suitably trained coaches (See Appendix A for Coach details)

- 3.4 Provide pathways to cater for all abilities and classes that are modified to suit the age and maturity level of the member
- 3.5 Help every member to achieve their potential
- 3.6 Engage with the wider community by providing a facility for schools to use for gymnastics sessions and competitions.

4. Gymnasts Code of Conduct

As a gymnast member of Carlisle Gymnastics Club, you are expected to abide by the following club rules:

- All members must participate within the rules and respect coaches, judges and their decisions.
- All members must respect opponents and fellow club members.
- Members should keep to agreed timings for training and competitions or inform their coach if they are going to be late.
- Members must wear suitable attire for training and events as agreed with the coach, including keeping long hair tied back and removing 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 other events.
- Members should treat all equipment with respect.
- Members must inform the head coach of any injuries or illness they may have before the warm-up begins.
- Members should not eat or chew gum during a session.
- Members must not use bad language.
- Members should remain with coaches at the end of a session until collected by their parent or guardian.

5. Parents Code of Conduct

As a parent of a gymnast member, you are expected to abide by the following:

- 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 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 from inside the club.
- Support your child's involvement and help them to enjoy their sport.

Your support and understanding is vital to the sporting development of your child. The coaches will always endeavour to do their best for each individual gymnast. You need to be aware that what is right for one child may not be right for another. Children have different body types and personality traits; the coaches are trained to adapt many skills to all of these. If you have any concerns then please speak to your child's Coach.

The club is always looking for volunteers to help as trainee coaches, fundraising committee members and at general events. Please speak to a Coach at the start or end of your child's session if you would be interested in helping.

6. Intermediate and Advanced Gymnastics

Carlisle Gymnastics Club is affiliated to British Gymnastics, Cumbria Gymnastics Association and North of England Gymnastics Association. As a member of the Northern Region we have competed successfully for many years with gymnasts selected to take places in the regional squad and to represent the region in national finals of various competitions.

The transition into advanced training and the increased hours for training can bring problems. The coaches are aware of how difficult the initial stages can be. Parents must let us know if they have any concerns so that appropriate and prompt action can be taken. Children that are selected for additional training in Intermediate or Advanced classes are subsidised and are therefore expected to support the fundraising efforts of the Club.

Gymnasts must always come to training suitably dressed with their leotard, tracksuit, sweatshirt, socks and trainers.

Some other basic equipment and clothing is needed. Your child's coach will let you know when the equipment is required and the relevant size.

- Hand-guards
- Woollen gloves
- Bar loops
- Wrist bands

Please note that you are requested not to enter the clubs premises until 10 minutes before the end of your child's session. This is due to the distraction that this can cause the gymnasts.

Gymnasts are not allowed to train at any other club without express permission of head coaches. This does not include their own school teams.

7. Fees

As a not for profit company, we aim to keep the hourly rate charged as low as possible. Fees are reviewed on an annual basis in May.

Recreational Fees are due quarterly in advance on the 20th. Intermediate and Advanced fees are due monthly in advance, also on the 20th.

All fees must be paid on or before the relevant due date by standing order. If fees are not paid on the due date then we reserve the right to offer your child's place to a member on the waiting list. Your child will be entitled to be put back on the waiting list, but will have to wait for a new place.

If payment for fees is made by cash or cheque then a £5 administration fee will be charged per payment.

Fees paid in advance will not be reimbursed for any reason save as a result of us having to close the gym due to unforeseen circumstances for any period of more than 7 days. In that event, fees will be reimbursed in full for any classes cancelled after the initial 7 day period.

If your child is injured or unable to participate in their sessions for any reason then please let us know as soon as possible. If your child would like to retain their place until they are able to return to their class then fees will need to be paid in full in the interim. If you do not want to continue to pay to retain the place then please let the Club know as soon as possible so that the place can be offered to a child on the waiting list.

8. Grievance Procedure

We try at all times to provide members with gymnastics training to a high standard and to the best of our ability. There may be occasions when you believe that we have failed to do this and that you have grounds for a complaint. In the first instance, please raise your concerns with the Head Coach, Julie Kidd. If you do not consider the matter to have been dealt with adequately by our Head Coach or the complaint relates to our Head Coach then please address your complaint in writing to our Chairperson, Samantha McAlister.

FAO The Chairperson - Samantha McAlister
Carlisle Gymnastics Club
c/o 15 The Garth
Crosby on Eden
Carlisle
Cumbria
CA6 4QS

Our Head Coach may also choose to refer the matter directly to our Chairperson for the Committee to deal with.

We take complaints seriously and will attempt to resolve a complaint as soon as reasonably possible. Samantha McAlister as Chairperson will oversee your complaint; save in circumstances where the complaint is made about Samantha McAlister, in which case it will be dealt with by Mike Neile, our vice chairperson. This is to ensure that an independent investigation is carried out. Our Welfare Officer, Mike Neil, will also handle and oversee any complaint that requires the matter to be dealt with under our Child Protection Policy. Where any complaint is required to be dealt with under that policy, the updating obligations in this policy will not apply unless permitted under the Child Protection Policy.

We will aim to ensure that you receive acknowledgement of any written complaint within 5 days, together with details of the likely timescale for dealing with it. Your complaint will be recorded and discussed with you and any relevant third parties. The timescale for resolving the complaint will depend upon the nature of the complaint, but we aim to provide you with an initial substantive response within 14 days of receipt. You will be kept informed about the progress of the investigation of your complaint and who is dealing with it throughout.

It may be appropriate to have a meeting with you to hear the detail of your complaint or to ask you to further detail your complaint in writing. This will be a decision taken by the Committee having regard to the nature of the complaint and in consultation with you. If a meeting does take place, we will write to you to confirm the outcome of the meeting.

If we believe that the complaint is well founded, we will discuss with you the appropriate course of action to take. This may include referring the matter to the British Gymnastics Association.

We will at all times seek to operate this complaints procedure fairly, giving due consideration to your complaint, but also making sure that our actions are judged in a fair and objective light. We will also respect any request you make for your complaint to be handled in confidence.

9. Useful Information

9.1 Our Contact Details

Address: 15 The Garth, Crosby-on-Eden, Carlisle CA6 4QS

Tel: 01228 539364

Facebook: <https://www.facebook.com/carlislegymclub>

9.2 Our Bank Details

Bank details are available from a Coach and are also on the board in the gym.

Please quote your child's full name as the reference.

9.3 Other Info

Club website: www.carlislegymclub.org.uk

Fundraising email: friendsofcarlislegymclub@gmail.com

British Gymnastics: www.british-gymnastics.org

Appendix A
- Coaches

All of our coaches, trainee coaches and volunteers are DBS checked. Listed below are our coaches' current qualifications.

Julie Kidd (Head Coach)	Women's Artistic General Team Gym Pre School	Senior Club Coach Level 4 Club Coach Level 3 Add on Module Level 3 Level 3
Rachael Martin	Women's Artistic Pre-school	Club Coach Level 3 Level 1
Janet Charlton	General WA Women's Artistic Pre School	Level 3 Level 3 Level 3
Michelle Duncan	Women's Artistic Women's Artistic	Level 3 Club Judge
Emily Small	Women's Artistic Women's Artistic	Level 2 Regional Judge
Bethany Campbell	Women's Artistic	Level 2
Bethan Marshall	Women's Artistic	Regional Judge
Tim Wallace	Men's Artistic	Level 1
Kelsey Jessamine	Women's Artistic	Level 1
Charlotte Donald	Women's Artistic	Level 1
Georgia Pope Hoggarth	Women's Artistic	Level 1
Jayne Dennis	Women's Artistic	Level 1
Michelle Broatch	Women's Artistic	Level 1
Emily Wardman	Women's Artistic	Level 1

Coaches have also attended courses such as Child Protection and Equity in your Coaching and First Aid.

Trained First Aiders are:

Julie Kidd, Rachael Martin, Janet Charlton, Emily Small and Bethany Campbell

Appendix B – Committee

The Club's committee structure is as follows:-

Chairperson	Sam McAlister
Vice Chairperson	Mike Neile
Secretary	Fiona Reed
Treasurer	Jonie Haughan
GB Membership Secretary	Julie Kidd
Coaches Secretary	Rachael Martin
Fundraising	Jayne Dennis
Welfare Officers	Mike Neile & Mari Holliday

Appendix C – Rules of Competition

General

1. Gymnasts are not allowed to compete until the year in which they turn 8 years of age.
2. Many events are team competitions, every competition a child enters is an achievement and success is not always measured in individual medal terms. We would encourage parents to reinforce this.
3. Parents and gymnasts must always respect the decision of the judges. Any queries are welcomed in the gym at the session after the competition. Parents may only query the scores of their own child. Children have their own maximum scoring potential on each apparatus.
4. The gymnasts are representing the club and must always behave in an appropriate manner. They must be supportive of each other and all other competitors during and after the event.
5. In accordance with competition rules all gymnasts must attend medal presentations, non-attendance will result in personal and team disqualification.
6. Spectators are always welcome.
7. Gymnasts should arrive no later than 10 minutes before the start of warm up.
8. Gymnasts pay their own entry fees at least one month before the event. Failure to pay entry fee by the given date will result in the gymnast not being entered.
9. Team entry fees are usually paid by the club. A contribution is requested when these fees are for national events.
10. Rest periods – gymnasts must remain in the designated area of the gym.
11. All gymnasts need to have their BGA membership card at all competitions.
12. Drinks, hand-guard bags etc must be with the gymnasts, as there is no communication with parents once the competition has started.
13. Only water is allowed to drink on competition floor.

Clothing

1. No underwear under leotards.
2. White socks only.
3. No jewellery or nail varnish.
4. Directions will be issued the Friday and Saturday before your child's 1st competition at each different venue.
5. Tracksuits are hired out the Friday and Saturday before the competition at £3.00.
6. Leotards are hired out the Friday and Saturday before the competition at £10.00.
7. ALL clothing must be handed back immediately after the event. This means before leaving the competition venue.
8. Depending on competition format warm up leotards are sometimes needed. Information will be given out about this in plenty of time.
9. HAIR MUST be completely clear from face and totally secured in place (consider elements gymnast will be performing before choosing).

Competition Hair: 1 french plait, 2 french plaits, Single pony tail with ponytail plaited (where possible)

Competition entry Fees

Gymnasts all pay their own competition entry fees and small coaching fee. This fee is non-refundable.

These are paid approximately 6 weeks prior to the event. Gymnasts will be given a letter requesting entry fees and parental permission to compete. If you think your child has missed her competition letter please let coaches know in plenty of time.

Competition timings and information is often received by the club quite close to the competition date. As a general rule, expect to be occupied all day and then if your time at the venue is shorter, treat it as a bonus!

There is a competitions diary on our notice board. We try to keep this as up to date as possible with events listed up to a year in advance.

Team Events

Coaches take great care with team selection. Final decisions on teams can be made as late as after competition warm up. Gymnasts will be informed of these decisions as soon as they are made.

Parents and gymnasts are expected to respect all team selections – decisions are not taken lightly!