



## Saltaire Gym Club

## Members Handbook

Welcome to Saltaire Gym Club.

This handbook contains lots of important information you may need regarding your membership of the club, including information about safeguarding, codes of conduct, emergency procedures and fees. Please read this handbook carefully and ensure you and your child adhere to the information contained within to keep Saltaire Gym Club a fun and safe environment for young people to enjoy gymnastics.

Thank you!

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## About the Club

Saltaire Gym Club is a non-profit making organisation run for the benefit of our gymnasts, providing the opportunity for any young person from 4\*-18 years old to take part in recreational level gymnastics or competitive Acrobatic and Tumbling gymnastics at regional and national level.

### Our History

The club was established as Saltaire Ladies Gymnastics Club in 1929 by Carrie Pollard (a two-time Olympic bronze medallist and Olympic team coach) and ran sessions from Victoria Hall in Saltaire. During the 1940's several of our gymnasts represented Great Britain at the Olympics. In the 1970's, Jill Livingstone (the daughter of founder Carrie Pollard) helped introduce Sports Acro into the country and formed the first Acro squad from members of Saltaire Ladies; who became Acro1. In the 1980's the entire club switched to Sports Acro, moved to Windhill and changed its name to Saltaire Gym Club. In the early 2000's the club moved to Baildon C o E Primary School and finally again in 2019, to celebrate the club's 90<sup>th</sup> anniversary, moved to bigger facilities at Titus Salt School, Baildon, where we look forward to the next chapter in the club's story!

### Club Officials

Gail Bennett – Head Coach – HPC and Tumbling Judge  
Sarah Nash-Myers – Club Manager – Senior Club Coach  
Carol Drinkall – HPC and Tumbling Head Coach  
Julie Sheldon – Senior Club Coach  
Adam Drinkall – Welfare Officer – Acro Head Coach (L3) and Acro Judge  
Hannah Drinkall – Media & Communications Officer – Choreographer – L2 Coach  
John Drinkall – Chair of Management Committee

### Club Sessions & Fees

#### **Recreational Pathway – Saturdays**

Recreational 1 – 10:00-11:00 – boys and girls in Reception/Y1 – £24 per month  
Recreational 2 – 11:15-12:15 – boys and girls in Y2/3 – £24 per month  
Recreational 3 – 12:15-13:30 – boys and girls in Y4+ – £25 per month  
Advanced Recreational – 13:00-14:30/Junior Tumbling Squad – TUES 18:00-19:30 – £26 per month for one session a week or £32 for both.

#### **Competition Pathway (by invitation only)**

Pre-development Squad – Sat 11:15-12:45 – £26 per month  
Development Squad – Sat 13:30-15:00 & Mon 18:30-20:00 – £32 per month  
Competition Squad – Alt. Mon 18:30-20:30, Tues 18:30-21:00, Thurs 18:30-21:00  
& Sat 13:30-16:30 – £55 per month

\* 4 year olds must have started school

## Our Commitment to Safeguarding

As a British Gymnastics (BG) registered club, Saltaire Gym Club shares BG's commitment to safeguard all children, young people and vulnerable adults (as well as our coaches and other officials) to ensure that everyone feels safe and enjoys their gymnastic experience. As such, the club has formally adopted BG's policies and procedures regarding safeguarding and compliance. These include:

- Safeguarding and Protecting Children Policy and guidelines
- Health, Safety and Welfare Policy and guidelines
- Equality Policy
- Media and Communications guidelines

These policy and guidance documents can be found on the BG website at:

<https://www.british-gymnastics.org/gymnasts/gymnast-membership/safeguarding-and-compliance>

Alternatively you can request to see a hard copy at the club.

In addition, the club will endeavour to promote the highest standards of care for all by:

- Appointing a suitably trained Welfare Officer to whom grievances, complaints or concerns can be made confidentially.
- Ensuring that staff have completed Safeguarding and Protecting Children training and it is kept up to date.
- Ensuring that coaches and officials have been subject to Enhanced DBS checks and appropriate references where necessary.
- Ensuring that coaches follow their Code of Conduct and best coaching practice guidelines at all times.
- Ensuring that coaches and Young Leaders work within the remit of their qualification and have received any additional training as appropriate.
- Ensuring that grievances, complaints or concerns are dealt with promptly and in accordance with BG reporting procedures.
- Ensuring that a minimum of two responsible adults are present at all training sessions or events.
- Ensuring that suitable first aid provision is available and that a trained person is present at all training sessions or events.
- Ensuring that participants and parents/carers are aware of the purpose of videoing, filming or photography during training or events.
- Having a zero tolerance of poor practice, bullying, or any potential form of abuse.

The Club Welfare Officer details are available on the notice boards.

## Duty of Care

Saltaire Gym Club has a duty of care for all the gymnasts, coaches, volunteers and officials at the club. This may include holding responsibility for the welfare of participants whilst engaging in gymnastics activity; safe dispersal of gymnasts after a session; providing first aid or providing/consenting to emergency medical treatment. This duty of care begins at the training room door, when the gymnast is handed over to a coach at the start of their session and ends when the gymnast is collected from the training room door by a parent, carer or other responsible adult. Gymnasts under the age of 14 will not be allowed to leave the training room unless a responsible adult is there to collect them from the door. Gymnasts 14 years and over will only be allowed to leave on their own if they have written permission from a parent or guardian (a text message will suffice as written consent). If no-one comes to collect a child for longer than 20 minutes after the end of their session, without prior arrangement and we are not able to contact a parent/guardian or any of the emergency contacts, the police will be called. This is on the advice of British Gymnastics.

## Use of Toilet Facilities

Gymnasts are asked that they use the toilet facilities before their session and will be encouraged not to go for the duration of the session as, whilst we have the sole use of our toilet and changing facilities themselves, these facilities are outside our training space where other school users and members of public may be around. In the event that a child does need to use the toilet facilities they will be accompanied by a coach or Young Leader. Coaches will not usually enter the toilets themselves but will wait in the corridor. It is advised that no valuable personal belongings are left unattended in the changing room. PLEASE NOTE that the first door to the toilets/changing room will lock when shut so please leave any objects in situ that are propping the door open. There are internal doors for privacy and safety.

## Moving Around School

The great thing about the bigger facilities at Titus Salt School is the ability to spread out and use other facilities such as the dance studio and fitness suite. When gymnasts need to move around school for sessions in other areas, they will be asked to wear shoes and be chaperoned by a coach.

## Photography in the Club

There may be times, during fundraising events etc., when we want to take photos of the gymnasts in our club and use these images on our website and Facebook page. If you do not wish for images of your child to be taken or displayed by the club (in accordance with the BG Photography Regulations) you need to opt out of this on the Club Registration Form or speak to the Club Manager or Welfare Officer (contact details on page 14).

## Emergency Evacuation Procedure

When a fire alarm sounds, the Lead Coach in the room will raise their hand and shout look at me.

The children will be expected to stop, climb down from equipment safely and follow the directions of that Lead Coach calmly and in silence. Directions will be clear and simple i.e. 'sit down' or 'follow me'.

The children will be asked to make an orderly line at the fire door(s) situated in the training room. If anyone is in the changing rooms or corridor they should use the fire door at the end of the sports corridor. Any coaches and gymnasts using the dance studio should leave by the glass doors in the café area.

The Designated Fire Marshal (or Lead Coach) will lead all gymnasts and coaches to the assembly point which is on the bottom playground outside the café area.

The children will not be able to collect anything and will leave in bare feet.

The remaining adults will check the training room, changing rooms and corridor and leave last, collecting the register and telephone. The telephone contains an emergency contact number for all members (providing this information has been given and is up to date) and this will be used to inform parents/carers of any incident if action is required.

Once at the assembly point a register of all gymnasts, coaches, officials and visitors will be taken.

The DFM/Lead Coach will take advice from site staff/emergency services on when it is safe to re-enter the building.

### Lockdown

In the very unlikely event of a lockdown, all gymnasts must remain inside the training room with the doors and windows locked and barred. All lights should be turned off and any windows covered if possible.

The children will be expected to sit still in silence against the wall until directed by a Lead Coach.

Anyone in the changing rooms must remain inside with the doors and windows locked and barred, lights turned off and any windows covered if possible. Anyone in the corridors must make their way immediately to the nearest room and initiate the lockdown as described above.

Everyone must stay where they are until a Lead Coach confirms that the lockdown is over.

## Reporting Injuries/Illness Procedure

In the event of an injury or report of illness, no matter how minor it may appear at the time, it is vital to adhere to the following procedure; which is in accordance with the BG Health, Safety and Welfare Policy.

The following procedure should be adopted in the event of any incident that occurs:

- i) Stop the class and direct other members of the class not immediately involved in the incident away from the injured person, giving them space.
- ii) Immediately reassure the injured party and ensure they remain still.
- iii) Contact a suitably qualified first aider where possible and/or a Lead Coach who will assess the injury and decide on the next course of action.
- iv) The first aider will then either phone for an ambulance, apply first aid or return the participant to the activity (maybe after a short rest).
- v) It is the responsibility of the attending first aider/Lead Coach to inform the parent or guardian of the injured party either in person at the end of the session or immediately by phone if more serious.
- vi) If the incident requires an ambulance: The first aider will stay with the injured person until the emergency services arrive and will ensure a responsible adult accompanies the injured person to the treatment centre.
- vii) It is then the responsibility of the attending first aider/Lead Coach to complete an appropriate Accident Report Form and provide a copy to the parent/carer of the injured person. An Accident Report Form is required whenever an incident requires action to be taken (e.g. ice, plaster, hospital). British Gymnastics must also be notified as a matter of urgency in the event of any accidents that result in a visit to hospital.
- viii) It is also good practice to retain contact with the injured person, to remain informed and aware of any follow up action or treatment.

### Reporting Existing Injuries

It is important that participants or their parents/carers inform the Lead Coach of their class **prior to the commencement of the session** if they have sustained any injuries which may impede or limit their participation in the session. The Lead Coach can then adapt or remove certain activities as appropriate. For long-term injuries, it is vital that parents provide a note from a doctor, physio or other healthcare professional detailing the nature of the injury, treatment plan and types of activity in which they are/are not allowed to participate.

## Appropriate Attire for Participants

Gymnasts should always dress appropriately for gymnastics activity.

Recreational gymnasts should wear a leotard or tight-fitting shorts or leggings and a T-shirt.

Pre-development and Development gymnasts must wear a squad leotard (from Sept 2019) and shorts. Competition gymnasts must wear a leotard and shorts. Crop tops are not allowed. Hoodies may only be worn for the warm-up part of a session. For competitions or displays, leotards or costumes will usually be arranged by the coaches, but please be prepared to contribute to this or bring your own leotard if necessary. Higher level Acro gymnasts may wish to purchase their own leotards, but this is at your own discretion and must be discussed with their coach.

No loose or baggy clothing is allowed and socks may not be worn. Clothing should not have buckles, clasps, zips or raised adornments. Nails must be kept short and tidy to avoid unnecessary injury. Furthermore, hair must be securely tied back and all jewellery (including earrings) must be removed for safety and insurance purposes. If earrings cannot be removed due to recent piercing then they must be covered with plasters or medical tape before the session. This is the responsibility of the participant and their parent/carer. Any religious or medical jewellery that cannot be removed must also be taped. Spare bobbles are available at gym at a small cost.

Please refer to the Pre-session Checklist below which is also displayed on the notice board:

### **Pre - Session Checklist**



**NO SOCKS!**

Socks cannot be worn unless for genuine medical reasons.



**NO JEWELRY**

All jewellery, including earrings, must be removed (or taped if unable to be removed) in line with BG policy and insurance.



**TIE BACK  
LONG HAIR**

Any long hair must be tied up securely to avoid becoming a hazard.



**NO LOOSE  
CLOTHING**

No loose or baggy clothing is allowed as it may constitute a hazard. To avoid injury, clothing should not have buckles, clasps or raised adornments.

## Code of Conduct for Participants

As a member of Saltaire Gym Club, your child is expected to abide by the following Code of Conduct:

- All members must behave according to the club's core values which are RESPECT and PRIDE. We want gymnasts at all levels to achieve their gymnastic goals and feel proud when they do, whilst also having respect for their coaches, other gymnasts in the class or whom they may be competing against and, fundamentally, themselves.
- All members must listen carefully to their coach and follow instructions the first time of asking.
- All members must treat each other as they would wish to be treated. Please tell one of the coaches if anyone is bullying you or being unkind.
- All members must work hard during sessions and complete all exercises fully and completely.
- Members should attend all sessions unless ill or attending an important event. Squad gymnasts must inform their coach if unable to attend a session.
- Members should be on time for training and competitions and remain for the full session, or inform their coach if they are going to be late or need to leave early.
- Members must wear suitable attire for training and events (see info on Appropriate Attire).
- Members must pass on any notes or messages to parents/carers.
- Members should treat all equipment with respect.
- Members must inform their coach of any injuries or illness they may have before the session begins.
- Members should not eat or chew gum during a session.
- No mobile phones are allowed during a session. They must be kept away in a bag.
- No outdoor shoes are allowed in the training room.
- Members must not use bad language.
- Members should remain with coaches at the end of a session until collected by their parent or carer.
- Members must help with the setting up and putting away of equipment.
- Members will ask permission before leaving the training room.
- Members accept full responsibility for all personal belongings brought to the gym. (It is recommended that valuable items are not left unattended in the changing rooms.)
- Gymnasts on the Competition Pathway will be expected to display a positive attitude to training. Please familiarise yourselves with the traffic light system below regarding Attitudes to Training:



## RESPECT

## PRIDE

### TRAINING BEHAVIOUR 3

I am displaying 1 or more of these **negative** training behaviours:

- I do not put in any effort to stretch or complete activities to the best of my ability
- I am not focused and need constant prompting to stay on task and keep working
- I do not do things the first time of asking and often answer back or sigh
- I am loud, disruptive and have a negative attitude
  - I don't continue my training at home with stretching, practising routines or keeping myself fit and healthy
- I have poor attendance and punctuality
- I am not helpful putting equipment away

### TRAINING BEHAVIOUR 2

I am displaying 1 or more of these **satisfactory** training behaviours:

- I do not always put in full effort and need reminding to stretch, point toes etc.
- I need prompting to stay on task
- I complete the tasks set but do not push myself
- I am not always fully focused and concentrating on the activity at hand, and sometimes distract others
- I lack energy and enthusiasm

### TRAINING BEHAVIOUR 1

I am displaying 1 or more of these **positive** training behaviours:

- I try my best and put in 100% effort
- I work responsibly around injuries
- I am proactive and try to do more than is asked of me
- I take responsibility for my own training by stretching at home and during holidays and practising any routines I've been given
- I look after myself by eating healthily and getting plenty of sleep
  - I am enthusiastic and encouraging
- I take pride in what I do and stretch throughout all activities
- I use the time wisely and always take things seriously
- I follow instructions the first time of asking
- I am competitive and do things for me!

## Code of Conduct for Parents/Carers

By enrolling your child at Saltaire Gym Club, you agree to abide by the following:

- Adults are not allowed into the training room unless it is your child's first session. No outdoor shoes are allowed in the training room.
- Always bring your child to and collect your child from the door of the training room promptly at the start and end of the session, or let someone know if you are going to be late.
- Encourage your child to attend all sessions. If your child is ill/unavoidably absent please inform us ASAP.
- Enable your child to arrive on time for sessions and remain for the duration of them. Where this is not possible a coach should be informed.
- Always ensure your child is dressed appropriately as per the Pre-Session Checklist.
- Encourage your child to work hard during sessions and help them to understand that good performance requires a high level of effort. Support them in any exercises they are asked to do at home.
- Praise willing participation and help your child to value effort not just results.
- Ensure that you and your child behave according to the club's core values of RESPECT and PRIDE.
- Ensure your child listens carefully and speaks respectfully to their coaches and set a good example in this respect. Rude or aggressive behaviour towards any coach or official, at training or competitions, will not be tolerated from anyone.
- Pay all session fees, insurance or competition entry fees on time and adhere to the Financial Terms and Conditions of the club (page 11). If there is ever a problem with this, please speak to the Club Manager and we will try and help where possible. Financial issues should never be a barrier to a child's participation.
- Inform the club of any medical or social issues your child may be going through which may affect them in the gym. We will deal with these matters confidentially.
- Please feel able to share any concerns or complaints about any aspect of the club, either by speaking to one of the coaches or by following the official reporting procedure. We take all concerns or complaints seriously in order to improve as a club and maintain a safe environment.
- Listen with an open mind if any issues regarding your child's behaviour are brought to your attention and work with the club to resolve any problems.
- If you would like to become more involved with fundraising or helping to organise events to support the club, you can join the Working Party (please speak to one of the coaches for more information).
- Ensure that the club has up to date contact details for you; especially mobile numbers and email addresses.

## Competition Pathway Information

Pre-development Squad    —————>    Development Squad    —————>    Competition Squad

Gymnastics is usually an early specialisation sport, where gymnasts and their families must make the decision to commit to the sport at an early age (usually between 7 and 9 years old). If your child is invited to join our competition pathway you need to consider if you and your child are willing and able to make the additional commitments necessary. The Development Squads are a step on the route to the Competition Squad; if your child would prefer a more relaxed commitment then the recreational pathway may be better suited to them. We expect all of our squad gymnasts to show maximum levels of attendance, punctuality, dedication and enthusiasm at all times. If your child needs to miss a session, arrive late or leave early, you are asked to note it down in the club diary. Failing this please contact the Competition Squad Lead Coach, Adam Drinkall, on 07867574042. If we do not hear from you, a welfare text will be sent out to confirm that your child has not arrived at gym and check that everything is okay.

In Acrobatic Gymnastics there are many rules that influence who we partner the gymnasts with and we do our utmost to give every gymnast the opportunity to perform to the best of their ability. Ideally, partnerships would last several years with the gymnasts improving and progressing together, and whilst this is not always possible due to different growth patterns etc., we aim to keep the gymnasts together for at least 1 competitive year (from the summer up until May). If your child was considering leaving the club the best time of year would be after May, but please keep us informed of any plans.

Competitions and displays are usually long days and may involve a significant amount of travel, but gymnasts are expected to attend all competitions they are asked to do unless there is an unavoidable reason to miss, arrive at the time given and stay until the presentation ceremony to represent our club and support the medal winners. At competitions, absolutely no jewellery or nail varnish is allowed and piercings must be removed (tape is not sufficient). If your child is unable to take part in a competition, please let us know ASAP otherwise we will assume you are available and your child will be entered. From this point all fees must be paid to the club. There are no refunds for withdrawals, so if your child withdraws you will be liable for their entry fees and also those of your child's partners (this could be £60 for a trio).

### Uniform

Our Pre-development and Development Squad gymnasts will be required (from September 2019) to wear a squad leotard for training sessions. These will be kept at the lowest cost possible and will be available through the club. Hopefully this will inspire the gymnasts to work hard and achieve and make them feel part of a team. Gymnasts in the Competition Squad are free to wear whatever leotard they wish for training. For competitions, gymnasts in the Development Squad must have a club hoody and Competition Squad gymnasts must

have at least the tracksuit top (leggings are optional). The club has a stock of leotards that we lend out for competitions; we recommend that your child and their partners use this facility. If you would like to arrange your own competition leotards this is fine providing you have checked with your child's coach first.

### Physical Supporting/Spotting

Gymnastics is a physically demanding sport and there is the possibility that gymnasts may hurt themselves or get injured. But at Saltaire Gym Club we will do everything we can to minimise those risks through the use of safe progressions and good coaching practice – but the risks cannot completely be removed. With this in mind, it will be necessary for coaches to physically support or spot the gymnasts when learning new skills to help reduce the risk of injury and to ensure understanding of the correct shapes, posture and movement patterns for more complex skills. Coaches will use appropriate, non-invasive supporting or spotting techniques, but any non-intentional physical contact or scratching that may accidentally arise will be acknowledged through an apology to the gymnast.

### Flexibility Training

Competitive gymnastics requires a good level of flexibility and this makes up a relatively large proportion of our training sessions (particularly with the Development gymnasts). Flexibility training uses slow, progressive stretches and is likely to involve the application of pressure by the coach, another gymnast or by the use of gravity, which should be uncomfortable rather than painful. It is important to emphasise the need for good flexibility and these exercises should be approached positively and not as a punishment. In order to really improve in this area, gymnasts should be stretching every day. The coaches would be happy to discuss flexibility training with you, show you how to assist with any exercises and answer any questions you may have.

### Photography/Filming for Training Purposes

The use of photography and filming during the training session is a vital tool that helps the gymnast to understand key biomechanical principles, enables them to see their own performance and analyse it – encouraging a quicker application of corrections and allowing for a greater level of autonomy. The gymnasts have more responsibility for their own training. We have a club iPad with sport specific video analysis tools that will be used for this purpose and images and videos will be stored on it in order to compare performances. The contents of this iPad can be viewed on request. Coaches will not take photos or videos with personal electronic devices, however if gymnasts want to record their performances on their own phones etc., this will be allowed at the discretion of the coach. Photos and videos may also be taken at competitions and events and may be used on our website and Facebook page. If you do not want images of your child to be taken you need to opt out of this on the Club Registration Form.

## Financial Terms and Conditions

- Session fees are paid monthly, by standing order, on the first of the month.
- Members who are more than one month in arrears without prior arrangement will not be allowed to attend the sessions.
- Any member wishing to leave MUST inform the club either verbally or in writing, giving one full months' notice. All fees are due up to the end of the month in which the member leaves. It is your responsibility to cancel your standing order once you have given notice.
- Please set up your standing order using the following bank details; giving your child's full name as a reference:

BARCLAYS BANK

SORT CODE – 20-45-14

ACCOUNT NUMBER – 43760278

- The club runs most of the year, aiming for a minimum of 45 weeks of operation. Any closures have already been factored into the monthly fees and therefore no other deductions are allowed. For deductions due to exceptional circumstances (i.e. hospitalisation) please speak to the Club Manager.
- Personal accident insurance is arranged through British Gymnastics. Members will not be allowed to attend sessions if they have not been registered with British Gymnastics and the annual premium paid. The BG membership comes with a range of benefits, including discounts at IHG hotels (such as Holiday Inn); MERLIN attractions (such as LEGOLAND Windsor Resort, Warwick Castle, Madame Tussauds, Alton Towers Resort and SEA LIFE Centres) and the BG Gymshop (for gymnastic clothing and event tickets).
- All competition or display entry fees must be received before the event. If there are any problems with this please speak to the Club Manager.
- We do have a club uniform that consists of a hooded top (either pullover or zipped) which can be purchased and worn by any member, but is compulsory for any Development or Junior Tumbling Squad gymnasts who may be representing the club at a competition. Please see the information about our Competition Pathway (page 10) for further details about uniform requirements. We regularly hold a uniform and leotard sale at the club from which these items can be purchased. We also sell on second hand items if anyone has any items which their children have outgrown.
- Payment for uniform and badges must be received before the item is provided.
- All members must complete a Club Registration Form, providing accurate details which are kept up to date.

## Club Contact Information

Feel free to contact us to discuss any aspect of your child's training, events, safeguarding, fees or anything else! Some useful contact details can be found below:

### Club Manager

Sarah Nash-Myers

Mobile - 07946586061

Email – [sarahnashmyers@gmail.com](mailto:sarahnashmyers@gmail.com)

### Welfare Officer

Adam Drinkall

Mobile – 07867574042

### General Enquiries

Email – [saltairegymclub@icloud.com](mailto:saltairegymclub@icloud.com)

Alternatively, follow us on Social Media for news, updates and forthcoming events:

Website – [www.saltairegymclub.co.uk](http://www.saltairegymclub.co.uk)

Facebook – @SaltaireGC