



MEMBER HANDBOOK

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About Us

Welcome to Leeds Gymnastics Club! We aim to enhance your child's development from as soon as they start to walk, all the way through to adulthood.

About us

Leeds Gymnastics Club has been in its current location since June 2012 and before that was based at Carnegie Regional Gymnastics Centre in LMU's Beckett Park Campus from 1989 to March 2012. Our history stretches back to the 1970s when the club was the L.A.I. or Leeds Athletic Institute based on Jack Lane near Leeds City Centre.

In that time, we nurtured thousands of gymnasts, acrobats and tumblers who've gone on to represent the club, the region and their university. They've represented England, Scotland, Northern Ireland, Ireland, Wales and Great Britain. Our gymnasts have competed at club, region, national and British Championships. They've competed at Internationals, European Championships, World Championships and yes, the Olympics (5 different Olympics in fact). We've not just competed at the highest levels, our gymnasts and acrobats have proudly represented Leeds Gymnastics Club and brought back medals from European and World Championships, bronze, silver and gold.

Our recent past has seen us take our old gym apart mat by mat, bar by bar and build a new one from scratch, with support from British Gymnastics, Sport England and Leeds City Council, combined with phenomenal amounts of blood, sweat and tears from gymnasts, parents and friends of the club, we've made it to our brilliant new facility. Since we first opened the doors to the new facility we have seen our membership grow substantially and it continues to grow!

Our club is GymMark accredited which means that it is recognised by British Gymnastics and their partners as a safe, effective and child friendly club.

Mission statement

A high performing club providing opportunities for all to achieve through a culture of excellence.

Core Values

Our CORE values stand for: Commitment, Ownership, Responsibility and Excellence. These are a set of principles that help to guide the actions and behaviours of all our members and staff on a day-to-day basis. When followed, these principles increase the likelihood of fulfilment and success not only in gymnastics but also in general life. As such, the values are applicable at all levels of our club from Board members to Coaches to Gymnasts and Parents.

Commitment

The club expects every board member, coach, gymnast and parent/guardian to be committed in each and every task they undertake. To be committed is to have a clear goal of what you want to achieve and have a personal investment in reaching that goal. A part of being committed is to know and accept what the situation is, our own personal starting point and what the development steps might be.

Through giving 100% commitment to each task, each of us can achieve our personal goals and work towards being the best we can be. In this way we can promote a 'can do' culture.

Ownership & Responsibility

100% commitment is more likely to be achieved when each of us takes ownership of what we are trying to do and only by taking ownership can individuals truly take responsibility for their actions. Ownership and responsibility for our actions is based on developing honest, open and trusting relationships.

Board members will take ownership, and the responsibility for, the strategic development and governance of Leeds Gymnastics Club in their areas of expertise. In doing so, Board members will act in an honest, professional and transparent manner, always putting the needs of the club first.

The coaches responsibility is to provide a challenging gymnastics environment, through setting appropriate targets for gymnasts and by providing the best technical advice. In order to do this the coaches must take ownership of their coaching, continually working on developing their professional coaching skills.

Gymnasts need to trust their coaches to provide the most appropriate gymnastics program, to give honest advice in order to help them, the gymnasts, have the opportunity to be able to be the best they can be. The gymnasts need to take ownership for their behaviour both in the way they train and the way they perform. This requires gymnasts to take responsibility for the way they live their lives in order to give 100% commitment in their gymnastics classes. For example, gymnasts demonstrate their commitment by arriving on time and not missing sessions. Gymnasts are responsible for the physical condition in which they arrive at the gym so that they can get the best possible improvements from the session. This would include eating a healthy diet and having sufficient sleep in order to recover fully for the next training session.

When gymnasts and coaches understand and undertake the values of ownership and responsibility, then a friendly, safe environment is created in which all our members can achieve personal success through higher levels of organisation and discipline.

Excellence

Achieving excellence for ourselves occurs by giving our all and continually challenging our best. This process is built upon a well thought out commitment, acceptance of our responsibilities and ownership of our actions and the setting of high targets that are achievable. By incorporating these values into our daily living, we can all continue to make our best even better.

CORE Values and the development of the growing gymnast

Leeds Gymnastics Club is committed to providing an athlete-centred approach to our gymnastics provision. As gymnasts grow and mature we expect gymnasts to progressively take on our CORE values and live them on a daily basis. While the gymnasts

are young, it is the role of parents/guardians to take on the CORE values on behalf of the gymnast and to work with the coaches to help gymnasts develop those values as they mature.

The Board

The Leeds Gymnastics Club Board of Directors provides a strategic overview of the club. Full biographies of current Directors can be found on the club website.

Our Staff

Leeds Gymnastics Club has a team of full-time coaches supported by a pool of part-time coaches. A senior management team comprising of the Director of Gymnastics and Head of Recreational Gymnastics provides the day to day management for the club.

Pictures and contact email addresses of all our full-time staff are displayed on the noticeboard in the viewing area. Full biographies for all our full-time staff can be found on the club website.

A full list of all our part-time coaches can also be found on the club website. All our coaches are CRB checked and trained in safeguarding and protecting children.

Class information

Do parents have to stay on site?

Parents of gymnasts under the age of 8 years need to stay close to the gym to be able to deal with any issues their child might have (i.e. toileting, as this is not the responsibility of the coach).

Due to health and safety, we need to restrict any disruption to classes as much as possible. As such, parents are not allowed to stand in the gym but the viewing/cafe area is available to parents who wish to watch the class.

Toileting

Parents of gymnasts under 8s are reminded to check their child has been to the toilet before the class. Gymnasts 5-10 years are sent to the toilet in pairs (buddy system) without an adult, but no participant is allowed to leave the gym without coach permission. Parents of the pre-school children are asked to stay on site in case their child needs the toilet during the session.

Medical conditions / Disabilities

Some medical conditions require a parent / carer to stay at the session in case administration of medication is required e.g. EpiPen. Any medical condition, learning disability or attention disorder must be disclosed on the registration form and parents should speak to the lead coach to ensure that all of the coaches are aware of any adaptations / risks which need to be considered. Participants with a disability who require one to one support will need to provide a carer, who will be led by the coaches within the class. Downs Syndrome gymnasts will require an atlanto-atlas screening prior to starting the class.

Clothing

All gymnasts work in bare feet and wear a leotard or shorts/leggings and t-shirt. Other items such as jeans, skirts, school wear or combat trousers are not suitable for any part of the session.

Varuccas should be covered by a waterproof coating and secure plaster, swim sock, or suitable non-slip gym / dance shoes or swim socks. Socks are not suitable, as likely to slip on the apparatus. **All piercings, jewellery and watches** need to be removed before the start of the class. It is not the coach's responsibility to look after any valuables.

The club will soon be launching the new club kit which will include t-shirts, tracksuits, jumpers and leotards.

Valuables

Any items of value brought into any area of the centre are done so at the users' own risk as we **cannot accept liability** for any personal belongings left or damaged on site.

Lost property

While we **cannot take responsibility** for any property which is lost in the gym centre, any lost property we do find we will keep for you in Reception. At the end of the month any unclaimed lost property will be donated to a charity shop. Please note that if property is lost just prior to the end of the month, that property will still be donated to charity.

Dropping off & Collecting your child

Parents/Guardians are responsible for their child until handed over to the coach at the start of the class. Children must not be left alone before the start of the class.

Gymnasts finishing their session at either 5.30 or 6.30 (1hour elemental or development classes) must be collected from their allocated collection zones highlighted in the viewing area or overspill room. Coaches can advise of collection zones or groups if you are unsure of your child's group.

Parents/Guardians are expected to collect their children on time. If you know that you are going to be late collecting your child for any reason you must contact the club ASAP. Parents who are more than 15 minutes late in collecting their child will be charged £10 unless there are exceptional circumstances. Parents that are regularly late in collecting their child will be asked to attend a meeting with the coaches and can result in your child being asked to leave the club.

Speaking to your coach

You must not try and speak to a coach who is actively coaching, if you need to speak to a specific coach then please speak to the coach before the session starts or once it has finished. If it is a minor issue and you are not able to speak to the coach please go to

Reception and leave a message for the coach. If you need to have a longer discussion with the coach, please email the club to arrange a meeting with the coach.

Coaches are not permitted to give out personal mobile numbers. Parents/guardians should not contact coaches in this way. Any contact with coaches should come through official club channels.

Car parking

Cars **must be parked in the main car park** to the rear of the building and cars are left at owners' own risk. **No parking is allowed in the business park.** We take this very seriously, as failure to follow this rule will have a negative impact upon our relations with the other companies in the business park. Any parents found to be parking within the business park will be fined. Repeated failure to follow this rule will result in your child being asked to leave the club.

Supervision of children

Please note that the supervision of children not participating in any gymnastics sessions is the sole responsibility of their parents or guardians. Children within the facility must be supervised at all times. The club will not accept any liability for injury caused to children in the public areas.

Transferring classes

We understand that situation and schedules change from time to time so you may need to change the class that your child attends. Unfortunately we cannot guarantee that we will be able to accommodate your child in another class so you may have to be placed on a waiting list for your preferred class.

Discipline in classes

The gym centre is used by a large number of gymnasts and in order to maintain a safe environment it is important that gymnasts listen and follow the instructions of the coach. Gymnasts who mess about or attempt to perform moves that they have been asked not to and/or are not prepared for (for example performing a somersault in an Elementals class) present a very real danger both to themselves and to others. Leeds Gymnastics Club works a three strikes policy. If there are repeated instances of misbehaviour or a serious incident of misconduct then the gymnast will receive a first warning and sit out of the class. Continued misconduct will result in a verbal warning about the gymnast's behaviour with the parent/guardian. If behaviour still continues to be poor after the second warning, gymnasts will be asked to leave the club.

Freestyle gymnastics

Due to the nature of Freestyle gymnastics, a separate set of rules regarding behaviour are set. These are provided at registration and are repeated before every session.

What are the different types of gymnastics on offer?

Leeds Gymnastics Club provides gymnastics classes in three different pathways, which vary in terms of expectation in achievement and commitment for gymnasts. The three pathways are:

- Gymnastics for Fun, Health and Well-being
- Opportunities to Compete
- High Performance

Gymnastics for Fun, Health and Well-being Pathway

We offer the following classes:

Parent and Tots

Toddlers are free to explore the gymnasium with the assistance of their parent/carer using a variety of soft play and some full-sized equipment. Sessions are suitable for children aged 1 to 4 years old who would rather be accompanied by their parent. Please note that parent/guardians are responsible for the safety of their children in the gymnastics centre. This is not a structured, taught class.

Pre-School

Gym Babies 1-3 years

Parents/guardians play and work with the children through activities to develop physical awareness and social interaction. This includes colour/number identification, speech and exploratory play in addition to key foundation gymnastics skills.

Mini Gym 3-4 years

An independent class where children work in a similar way to Gym Babies. But without their parent/guardian they will further develop gymnastics skills and will also work through the British Gymnastics proficiency awards.

Elementals

Elementals is a 1 hour class which provides an ideal introduction to gymnastics, with aspects taken from women's artistic, mens artistic and sports acrobatics disciplines. The focus is very much on having fun in the gym and developing the basic elements of flexibility, strength and body awareness. The focus of the classes changes throughout the year with gymnasts working on:

- Badges
- Competitions
- Displays
- Skill development

Gymnasts are placed in groups based on their age and ability and, where possible, work with the same coach each week.

We offer two Elemental classes: Under 7 and Over 7

Proficiency Classes

Proficiency 2 hour classes are for those gymnasts who want to progress and develop their skills in a particular discipline. We offer Proficiency classes in Women's Artistic, Sports Acrobatics, Tumbling and Men's Artistic. Each class is 2 hours long and will focus on developing the skills needed to compete in local and regional level competitions.

Freestyle

Freestyle gymnastics is an exciting new way to keep fit and agile based on running, jumping and climbing over obstacles. Our free style gymnastics classes will help you to improve your speed, strength, flexibility and spacial awareness in our brand new gymnastics centre where you can try new skills and techniques in safety. These classes have just started so keep checking for new classes opening!

Opportunities to Compete Pathway

We offer a number of squad classes for gymnasts who are wanting to take their gymnastics further and test their skills in competition. There are selection events throughout the year and gymnasts have to be invited to attend these squads. Accordingly, there is an increased expectation level in terms of commitment to attending sessions and gymnasts taking ownership of their gymnastics development. Each gymnast in these squads should want to actively take part in competitions. The difference between these squad sessions and the high performance squads is the level of targets and goals set by coaches.

Women's Artistic Regional Grades Squad

Working primarily towards the annual out-of-age regional grade competition, this squad gives girls who may not have had the opportunity to perform in-age, the chance to still compete at this level and to develop their skills at their own rate without the pressure of staying in-age.

Women's Artistic National Grades Squad

A step up from the Regional Grade squad in terms of the performance targets expected, this squad works towards in-age regional grades and the National grades program. Gymnasts are still able to enter at a level which is appropriate to their stage of gymnastics development.

Men's Artistic Club Squad

This squad gives boys the opportunity to compete in the National Development Plan on the Club pathway as well as developing their voluntary skills for national competitions.

Sports Acrobatics Grades Squad

This squad gives girls and boys the opportunity to compete as pairs and trios in the National Development Plan Grade competitions. The Grades squad is a step-up from the Sports Acrobatics Proficiency class in terms of commitment and performance expectations.

High Performance Pathway

The high performance pathway is for identified, talented gymnasts to have the opportunity to achieve at the very highest levels nationally and internationally. This branch of gymnastics is extremely demanding and requires very high levels of commitment by both gymnast and their family. Leeds Gymnastics Club sets very high targets for our elite gymnasts and expects our gymnasts to embrace our CORE values within that program. Through the high performance pathway, there are clear transition points where each gymnast's progress and potential are discussed between coaches, parent/guardians and the gymnast themselves. These are open, honest discussions about the best development path for that gymnast as well as outlining the expected commitment to that program by gymnast and family.

The main entry route into the high performance pathway for artistic gymnastics is primarily through the Pre-school and Under 7 Elementals classes through an annual selection event around May time. Gymnasts on the high performance pathway will have the opportunities to eventually follow either the artistic, sports acrobatics or tumbling disciplines but for the first four years follow the artistic route in order to have a solid foundation in the basics of high level gymnastics. Older gymnasts can access the high performance pathway for artistic gymnastics but will be considered on a case by case basis. Gymnasts are still able to access competitive gymnastics through the Opportunities to Compete pathway. Gymnasts over the age of 7 are able to access the high performance pathway for sports acrobatics and tumbling through the Proficiency and Grades classes.

Class Times

Times for the classes can be found on the club website.

Payment Information

All costs are worked out on an hourly basis; please speak to someone in reception if you have any queries regarding your fees. Please note that all costs also include an allowance of 6 cancelled weeks or sessions per year. For example, fees for Prep A squad, which has 5 training sessions each week available, incorporate 30 cancelled training sessions. Personal holidays within training time are taken at your own discretion and are not included in the 6-week cancellation but should be discussed with your child's coach and in light of our CORE values.

Payment method

We are in the process of moving all our members on to a Direct Debit system. You will be notified when that process has started for your child's class. An email will be sent to you in which you will give permission for the Club to take Direct Debit payments. These will be taken on the 1st of the month.

Non payment

Your monthly fees are due on the 1st of every month any missed payments could result in your child losing their place in their class.

Refunds

Refunds can be applied for at the end of the financial year (March 31st) should you have evidence of cancelled sessions going beyond the 6-weeks allowance. Applications must be made in writing to the Director of Gymnastics, providing details of the dates and circumstances of cancellations. Applications throughout the year for refunds to gymnasts where they were absent due to illness or injury must be accompanied by medical documentation.

Major Injuries

For non-squad classes: If your child has a significant injury, such as a broken bone, then the monthly fees are reduced to 50% and the place will be held for your child.

For squad classes (Opportunity to Compete & High Performance pathways): Gymnasts with injuries should discuss the implications for the training program with the personal coach in the first instance. In the majority of cases the expectation will be that the gymnast will continue to attend sessions in order to maintain physical condition and to perform any prescribed physiotherapy rehabilitation work.

Administration

If you have a change of circumstances (specifically address and emergency contact details or your health status) then please inform Reception either in person or by email (hello@leedsgymnastics.com) or phone.

If a gymnast is going to be absent from a session, please contact the club to let us know. Written notice along with medical proof is required to apply for a refund of fees for any long periods of absence.

If a gymnast decides to leave the club, 30 days notice must be provided in writing to the Director of Gymnastics in order for the necessary actions to be taken to end your fee account. Should sufficient notice not be given the following month's fees will still be payable.

We will communicate in writing and give a sufficient notice period of any changes with respect to club fees.

We will communicate in writing and give a sufficient notice period of any invitations to change group. Gymnasts are not permitted to change groups in the high performance pathway without first being selected. Group changes must be sanctioned first by the Director of Gymnastics. Once selections have been acknowledged, the new fees will be calculated or amendments to existing fee accounts will be made.

We will communicate in writing and give sufficient notice to gymnasts who forfeit their place in their class due to non-payment or being unable to meet the expected commitment level. Should this situation arise, you will be informed in writing with at least one full calendar month's notice.

In the event of non payment, the club reserves the right to charge a collection admin fee of £10 for late payment.

How will the club communicate with me?

There are a range of ways in which we will communicate with you.

Firstly there is the member's handbook, which provides all the key information for parents/guardians. Parents/guardians can expect to have regular meetings with their child's coach in order to discuss the training program and planned events. Depending on the size and performance expectations of the group these meetings will either be individual meetings or group meetings. If there are specific issues that we need to communicate with you then we will either email, phone or distribute a letter to the gymnasts.

We will keep you updated with news and information using regular newsletters, updates on the club website, and via the club Facebook page and Twitter. We will also put posters up on the noticeboards in the viewing area and around the club.

How can I communicate with the club?

There are a range of ways in which you can contact us. For general enquiries you can email us at hello@leedsgymnastics.com, phone on 0113 265 6662 or leave a message on the club Facebook page. We can be very busy and it may not be possible to answer the phone at peak times. Please leave a message on our answer-phone and we will call you back. We will endeavour to respond to all enquires within 24 hours.

If you need to speak to your child's coach then please try to speak to them before or after the session. Please do not attempt to engage the coaching staff during training sessions. In some cases it may not be possible to catch a coach before or after the session as they may have another session to coach. In this case please go to Reception and complete a meeting request form. If Reception is not open, there are forms on the wall that you can post into the letterbox. We will contact you by phone or email to confirm the meeting arrangements.

How can I provide feedback to the club?

There are a number of ways in which you can provide general feedback, comments and suggestions to the club.

General comments & compliments procedure

We have a comments box upstairs in the viewing area. This can be used for constructive feedback on areas that we can improve on but also to let us know where we are doing well! We have also introduced a texting service. You can text the club your feedback by sending your text to 07766404142 starting your text with FEEDBACK. This is a way to provide general feedback and unfortunately we can not reply to individual texts but if

you have a specific comment you can either email us directly at feedback@leedsgymnastics.com or arrange to speak to your child's coach.

Parent/guardian Council

We have introduced a Parent/guardian Council. The council meets with the Director of Gymnastics every two months and is an opportunity for the senior management team to listen to our membership. Parents/guardians who wish to be part of the council will need to complete an application/interview process. Successful parents/guardians must be willing to be a point of contact for other parents/guardians.

There will also be informal opportunities for parent/guardians to meet the senior management team throughout the year.

Member's Survey

We will conduct an annual survey to our membership, allowing our members to provide feedback across all the different workings of the club.

Specific concerns/complaints/compliments procedure

If you have specific concerns with respect to the activities of the club, in the first instance you should speak with your son/daughter's coach either before or after a training session. Please do not attempt to engage the coaching staff during training sessions. In some cases it may not be possible to catch a coach before or after the session as they may have another session to coach. In this case please go to Reception and complete a meeting request form. If Reception is not open, there are forms on the wall that you can post into the letterbox. We will contact you by phone or email to confirm the meeting arrangements.

If after talking to the coach you remain unhappy with the response, please contact either the Head of Recreational Gymnastics or the Director of Gymnastics. Thereafter, if the concerns have not been resolved to your satisfaction, it will be dealt with through the Leeds Gymnastics complaints procedure. Any complaints should be made in writing to the Chair of Leeds Gymnastics Club Board.

Please note any formal communication with Leeds Gymnastics Club must come through official channels. These are the club phone number and email. Texting or calling of coaches personal numbers is discouraged and may be viewed as harassment. Inappropriate texting of coaches by gymnasts, parent/guardians or volunteers is taken very seriously by the club and may result in disciplinary action being taken. All official Leeds Gymnastics Club communications will be through official channels not from coaches personal phones.

Social Networking and Leeds Gymnastics Club

Leeds Gymnastics Club believes that Facebook and Twitter are a fantastic way to communicate with our members and to demonstrate the fantastic work that our members do with the greater community. While there are many positive aspects of

using social media to communicate, we are aware that there are potential disciplinary and safeguarding concerns which stem from the improper use by members and Leeds Gymnastics Club staff / volunteers.

Please note that all Leeds Gymnastics Club communication will be via the official Facebook, Instagram and Twitter accounts and the official newsletter.

Leeds Gymnastics Club follows British Gymnastics Code of Good Practice, which is available online at british-gymnastics.org/safeguarding-and-compliance-policies. Copies of the policy are also available within the club.

Additional guidelines

Should a parent of a gymnast in the club request to become a named friend on a coach's Social Networking Page then the coach should decline this request. Failure to do so would be in breach of Leeds Gymnastics Club Standards of Conduct. This is in order to safeguard our coaches and members from inappropriate communication that could result in disciplinary concerns for both coach and gymnast/parent/guardian.

Social networking sites should never be used as a medium by which to abuse or criticise Leeds Gymnastics Club, Leeds Gymnastics Club members or Leeds Gymnastics Club staff and to do so would be in breach of Leeds Gymnastics Club Standards of Conduct.

Social networking sites should never be used as a medium by which to contact Leeds Gymnastics Club staff or Board members and to do so would be in breach of Leeds Gymnastics Club Standards of Conduct.

Any breach of Leeds Gymnastics Standards of Conduct may result in disciplinary action.

Squad Membership & Performance Standards

For gymnasts in squads on the Opportunity to Compete and High Performance Pathways, there are standards that would normally be expected to be maintained for squad membership. These standards are a part of our CORE values and all squad gymnasts should work towards using these values on a daily basis.

Commitment & Attendance

The Leeds Gymnastics Club Squads are a performance and results driven programme. One way in which gymnasts need to demonstrate that they are living our Commitment value is through consistent and regular attendance at training. This is fundamental to being a member of any squad and is probably the single most important variable in the progress of gymnasts at every level.

The position of the scheme in respect of attendance is that all squad members must be aspiring to achieve 100% attendance. There is however, a minimum standard of attendance required to maintain membership of all squads, set at what is considered to be an acceptable level. Please be advised that should the attendance fall below the threshold for what is considered acceptable, the gymnasts will find themselves both challenged and encouraged to improve in order to retain their place in their squad group. If gymnasts then continue to be absent from training they will find their place forfeit. Those gymnasts who are consistently and regularly absent from training over a period of time who quote sickness as the reason for their absence, will be required to produce a doctor's note if they are challenged with respect to their attendance and wish to use illness as a mitigation.

Punctuality

As a part of being committed to the training program, gymnasts need to take responsibility for the time at which they arrive for training. Gymnasts should plan to arrive in the gym early for their training sessions. Arriving late means that gymnasts miss a key aspect of the training session, directly impacting upon the quality of training that can be achieved in that session. It is also disruptive for other squad members and the coaching staff when gymnasts arrive late. The expectation is that gymnasts adopt our CORE values and as such persistent late comers will be challenged to improve their timekeeping in line with the expectations of the club.

Sickness & Injury

It is the responsibility of gymnasts to arrive in a fit state to meet the demands of the training session. Should a gymnast fall ill or become injured to such a degree that their performance or the performance of the other gymnasts in the squad may be compromised; the requirement of the club is that they remain away from training until they are fit and well. Training while ill can have a negative impact on the well-being of the gymnast and can spread illness throughout the gym.

Absence from Training

In line with living our CORE values, gymnasts have the responsibility to inform their squad coach as early as possible if they are going to be absent from training.

Training Conduct

Gymnasts are expected to conduct themselves in line with our CORE values. The best way to achieve the most from your training sessions is to arrive early, have your equipment ready, look and listen at all times, work hard and apply yourselves well to the task in hand. Remember that everyone is there to enjoy the challenge and to achieve personal excellence, and that a poor attitude or bad behaviour during training sessions will compromise both your performance and that of your team mates. Gymnasts should respect the facilities, equipment and other participants when attending training sessions. It should be stressed that the highest standards of conduct and behaviour are expected from gymnasts who are members of the club.

Lifestyle outside of the Gym

Performance gymnasts are expected to adopt the CORE values and live them on a daily basis. Commitment is not just about attending all the sessions and working hard in them. Being committed is understanding that the actions and decisions taken in your life outside the gym will impact upon the way you train and the achievement of your gymnastics goals. Our bodies require fuel and sleep in order to be able to function at our best. To have ownership of their gymnastics performances, gymnasts need to understand that they are responsible for what they eat and drink, the quality of sleep they get and managing the demands of school work, family and training. If you have a poor diet your muscles will not have the energy to work to the maximum in training and the training will not be as effective as it could be. If you go to sleep late at night then your body will not get the rest it needs to recover fully from the training. This means that you will not be able to work as hard in the next training session and so will not get maximum benefit. For senior gymnasts, taking responsibility for their lifestyle means being careful about alcohol intake and socialising activities.

By taking ownership and responsibility for how you live your life outside of the gym, you can be committed to being the best that you can be inside the gym and achieve high levels of personal excellence in your gymnastics.

Use of prohibited substances

Every gymnast is responsible for the substances that they take. Leeds Gymnastics Club supports British Gymnastics and UKSport stances on the use of performance enhancing drugs.

Further information can be found on the British Gymnastics website at:
www.british-gymnastics.org

Child Protection & Health and Safety

The safety and welfare of children and vulnerable adults in the club is a primary concern for Leeds Gymnastics Club. If any of our members or parents/guardians have any welfare concerns, they should contact one of our Club Welfare Officers. Welfare Officers will liaise with the Director of Gymnastics to investigate any welfare concerns and work to implement any resolutions. In order to effectively investigate and resolve welfare issues, parents/guardians are expected to maintain confidentiality around any welfare investigations.

The contact details of the Welfare Officers can be found on the noticeboard in the viewing area and on the club website. Welfare Officers can also be emailed at welfare@leedsgymnastics.com.

Child Protection

We are committed to ensuring the safety and welfare of its members, coaches, volunteers and parents. We will do this by:

- Adopt the [British Gymnastics Health, Safety and Welfare guidelines](#)
- Adopt the [British Gymnastic Safeguarding Children - Safe Environment](#)
- Appointing a Welfare Officer to whom grievances and complaints can be made confidentially.
- Ensuring the staff are suitably trained in safeguarding children and go through the [British Gymnastics enhanced DBS screening](#)
- Ensuring that grievances or complaints are dealt with promptly and in accordance with the grievance procedure
- Ensuring that a minimum of two responsible adults are available at all training session and events
- Ensuring that participants and/or parents are aware of the purpose of videoing, filming or photography during training or events
- Having zero tolerance level for poor practice, bullying or any form of abuse

Duty of care

A coach takes on certain responsibilities while your child is in our care. This may include:

- Holding a responsibility for care and well-being during training
- Safe dispersal after training
- Providing first aid
- Providing/consenting to emergency medical treatment
- Chaperoning

Our Duty of Care starts from the time your child is delivered to the coach and lasts until your child is returned to a parent or other responsible adult appointed by yourself. Under no circumstances should children be dropped off/picked up for sessions in the car park.

Please note that parents are responsible for the safety of any children not taking part in gymnastics.

Photography

We do not publish any images or videos without written consent from the gymnast concerned (or in the case of a child from their parent or guardian). This is gained as part of our registration process.

Personal information of the individual, other than their name and their club/class will not accompany the image.

Evacuation

In case of a fire or other emergency gymnasts participating in a session will be evacuated by their coach (under no circumstance must a parent evacuate their child under the responsibility of a coach).

Parents and children under their supervision must evacuate the building and assemble in the car park.

Codes of Conduct

Leeds Gymnastics Club Standards of Conduct for Club Coaches, Official and Volunteers

The essence of good ethical conduct and practice is summarised below. All Club Coaches, Officials and Volunteers must:-

- Adopt our CORE values as guiding principles for their daily activities
- Consider the well-being and safety of participants before the development of performance
- Develop an appropriate working relationship with performers based on mutual trust and respect
- Hold the appropriate, 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
- Will not display threatening or intimidating behaviour towards gymnasts, parents/guardians, other staff or volunteers
- Never consume alcohol immediately before or during training or events
- Obtain prior agreement from the parent/guardian of performers before transporting them anywhere (training/competitions)
- Never have performers stay overnight at your home
- Never exert undue influence over performers to obtain personal benefit or reward
- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the British Gymnastics Safeguarding and Protecting Children Policy.
- Never condone rule violations or use of prohibited substances
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned
- Promote the positive aspects of the sport (e.g. fair play)
- Encourage performers to value their performances and achievement of personal excellence not competition results
- Follow all guidelines laid down by BG and Leeds Gymnastics Club

Leeds Gymnastics Club Standards of Conduct for Club Parents and Guardians

- Encourage and help your child to adopt our CORE values
- To be a guardian of our CORE values for your child until they are mature enough to fully understand and adopt those values for themselves
- 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 and the achievement of personal excellence, not external competition results
- Set a good example by recognising good sportsmanship and applauding the good performances of all
- Will not display threatening or intimidating behaviour towards Leeds Gymnastics Club gymnasts, staff, volunteers or other parent/guardians
- 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
- Support your child's involvement and help them to enjoy their sport
- Follow all guidelines laid down by BG and Leeds Gymnastics Club

Three Strikes Policy

Prior to formal actions being taken, any gymnasts failing to follow the Gymnast's Rules may be asked to sit out for a period of time. If this does not allow time for reconsideration of actions the following will be followed. Leeds Gymnastics Club operates a strict "three strikes" policy:

Any gymnast, parent or carer failing to meet behaviour standards as set out in the appropriate club Code of Conduct or Gymnast's Rules will receive a verbal warning. This would involve the Head Coach or Chairperson or Welfare Officer and would be recorded in writing in the club's records.

If the behaviour continues, a written warning will be issued to the person concerned / their parents / carers by the two Welfare Officers or by the Head Coach accompanied by a Club Director.

If the behaviour continues, then the Welfare Team will make recommendations to the full board, who may then decide to suspend the person for a set period of time or in serious cases expel the person completely. In the event of a parent being suspended they will be prevented from entering the building but the gymnasts will still be permitted to train.

Appeal against suspension/expulsion must be made within five days in writing to the chairperson.

In the event of conduct which is deemed by the committee to be excessive in the extreme and out of the ordinary, the committee reserve the right to waive the first two strikes and take action which will have the effect of the perpetrator being excluded from the gym either for a period of time or permanently.

Leeds Gymnastics Club Standards 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 members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and share any concerns or complaints that they may have about any aspect of the club with our Welfare Officers.

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

- Adopt and use on a daily basis our CORE values
- 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. Keep all long hair tied back. Remove 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 will not display threatening or intimidating behaviour towards other members, Leeds Gymnastics Club staff, volunteers or parent/guardians
- Members should remain with coaches at the end of a session until collected by their parent or guardian

Volunteering

Volunteer Roles

As a club we rely heavily on the dedication and commitment of volunteers. Below are just a few of the roles that volunteers are currently involved with:

- Welfare Officers
- Gym maintenance
- Judging at regional and national competitions
- Running the cafe
- Fundraising for the club
- Reception administration

If you would be interested in volunteering please email the relevant volunteer co-ordinator to request a volunteer application form. The details of the volunteer co-ordinators are on the noticeboards in the viewing area.

Supporter's Group

The Supporter's Group are the club's main fund raiser. The committee is made up entirely of volunteers who give up their time to help organise and man various events throughout the year. The aim of the committee is to raise money for the club to benefit members through purchasing of new equipment and supporting club activities such as overseas trips.

To be a part of any of these events keep an eye on the Supporter's Group notice board!
If you wish to volunteer your time as part of this committee please consult the Supporter's Group noticeboard for details of the next meeting.

Leadership academy - aged 11+

A Leadership Academy is a group of young people aged 11+ within a club who want to develop their leadership skills. The group follow the British Gymnastics MY Leadership Academy Programme. The leaders meet throughout the year to help plan events, complete training and socialise as a group. Each leader will be provided with an academy booklet that they can work through as they gain experience and qualifications. If your child would like to get involved, please make enquires at Reception.