



Members Handbook and Safe Participation Policy 2020



St Bede's

Roman Catholic High School,
Green Lane, Blackburn, BB2 4SR

British
Gymnastics
More than a sport

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INTRODUCTION

Quantum Leap Gymnastics takes great pride in the positive experience they provide for all members who take part in the gymnastic activities the club provides. It is the role of Coaches to make sure that anyone who takes part in gymnastic activities is sufficiently fit and healthy. This begins with making sure the correct information and consent is received by parents and that parents will make sure all the information they provide is accurate.

General Health and Fitness

Coaches will always check the health, fitness and welfare of participants before the start of every session. Participants are always encouraged to inform their coach if they do not feel that they can join in a session and Parents should always inform Coaches before a session begins if their child is injured, upset or unfit to take part in training.

For gymnasts that have been absent from training due to injury or illness, the Coach will always consult with Parents/Guardian/Carers (and on advice given by medical experts) to ascertain whether they are well enough to recommence training and where necessary adjust their training plan.

QUANTUM LEAP GYMNASTICS COACHES RESERVE THE RIGHT TO STOP GYMNASTS TRAINING IF IT IS THOUGHT THAT THEIRS (THE GYMNASTS) OR OTHER'S (ANY OTHER MEMBER) HEALTH, SAFETY AND WELFARE MAY BE AT RISK

Club Registration and Consent

Before taking part in any gymnastic activity it is essential that gymnasts are registered and the we collect the appropriate personal information about them. The information we collect on registration is:

- Name and Address
- Date of Birth
- Parent/Guardian/Carer information (if the participant is under 18)
- Emergency Contact Details
- Medical/Health Information – allergies, existing conditions, disability, additional needs
- Any Relevant Personal Information e.g. religious needs etc.
- Consent for Participation in gymnastic and any other relevant activities
- Photography Consent

Registration and Consent forms must be completed before/at the time of the first participating session.

Additional consent will always be sought when

- When a child is taking part in other activities beyond regular training
- When membership information is used for other reasons beyond those stated on the original registration and consent forms

Data Protection

Any information Quantum Leap Gymnastics holds is subject to the Data Protection Act 1998. The data we collect will be fairly and lawfully processed for a specified purpose. The data we collect will be adequate, relevant and not excessive. The data will be accurate and kept updated and will not be kept longer than necessary.

Quantum Leap Gymnastics Privacy Notice can be found on our website at: <http://www.stbedesblackburn.com/gymnastics/>

British Gymnastics Membership

Quantum Leap Gymnastics is an affiliated gymnastics club with the governing body British Gymnastics. As a club we pay an annual subscription to British Gymnastics. All Coaches, Officials and Helpers of the club must be British Gymnastic Members.

Once registration with our club is complete every member must join British Gymnastics this is completed by going on their website <https://www.british-gymnastics.org/> and clicking on the link <Membership Join or Renew>

This is an annual membership due for renewal every September/October.

British Gymnastics Membership Fees 2019/2020

- | | |
|--|-----------------------|
| • Preschool | £13 |
| • Gymnast who train once a week for 1 hour | £19 discounted to £15 |
| • Club Officials (e.g. Welfare Officer/Judges) | £19 discounted to £15 |
| • Competitive Squad Gymnasts | £43 discounted to £35 |
| • Level 1 Assistant Coaches | £43 discounted to £35 |
| • Level 2 Coaches and above | £78 |

Quantum Leap Gymnastics Training Fees/Membership

The training fees that gymnasts pay to take part in gymnastic activities at Quantum Leap Gymnastics is their membership to be part of the club. If fees are not paid, then Membership stops. Training cycles run in 10 week blocks, fees are due every 10 weeks. Parents/Guardians/Carers will be informed on week 9 of a current 10-week cycle when fees

are due for the next 10 weeks. Fees must be paid on week 10 of the current cycle before the next 10 week block of training begins.

Quantum Leap Training/Membership Fees for 10 weeks

- | | |
|--|------|
| • Recreational Gymnastics 1 session per week | £50 |
| • Development and Pre Squad | £100 |
| • Squad | £150 |

ALL QUANTUM LEAP GYMNASTICS MEMBERS MUST READ AND ABIDE BY THE CLUBS CODES OF CONDUCT FOR GYMNASTS, PARENTS/GUARDIANS/CARERS AND COACHES ON PAGE 8 AND 9

COMMUNICATION

Communication within the club is the key to our success. We pride ourselves on building good working relationships with our Gymnasts and our Parents/Guardians/Carers. We promote and encourage two-way communication as being fundamentally important in giving gymnasts the best opportunity to reach their full potential.

Coaches will communicate with Parents/Guardians/Carers face to face at the beginning or end of their child's session when necessary, whether it's to update them on their child's progress or express any concerns they feel Parents/Guardians/Carers should be aware.

Equally we expect Parents/Guardians/Carers to inform Coaches prior to the start of a session if their child will not be attending, if their child is unhappy or is worried about anything or has an injury. This can be done by phone, text or face-to-face before their session begins.

Parents/Guardians/Carers should not expect Coaches to pull themselves away from a training session to discuss any concerns this should be done at the beginning or the end of a session. Equally Coaches should not be delayed in starting a training session, if needed Parents/Guardians/Carers can arrange to make an appointment to discuss an issue at length.

Parents/Guardians/Carers can always contact the Club by

email gymnastics@stbedesblackburn.com or welfare.gymnastics@stbedesblackburn.com

phone or text 07920096445

We will always communicate news and updates regarding training, fees, events and competitions by letter and/or email.

Medical Conditions

Some participants may present with a medical condition that in some cases may be linked to disability. If an individual has a condition where participation in gymnastics is in question, they must seek medical advice through their GP prior to participation, to ensure that the activity will not have a detrimental effect on their health and well-being.

If a medical condition is disclosed, we will seek further information from Parents/Guardians/Carers to understand the nature of the condition and the impact on the individual.

Some examples of medical conditions where expert advice will be sought prior to participation in gymnastic activities are:

- Pregnancy
- Detaching Retina
- Confirmed Atlanto Axial Instability
- Rodded Back
- Brittle Bones

Rescue Medication

If a participant has a medical condition that may require the administration of emergency medication, the club will consult with Parents/Guardians/Carers, risk assess and put in place the appropriate controls

- Participants who require asthma inhalers – they must either keep a labelled inhaler at the gym in the first aid kit or bring their labelled inhaler to gym every session and place it next to the first aid on the table.
- Where self-administration of medication is not possible we will arrange with Parents/Guardians/Carer for them to stay in close proximity during training sessions or seek consent for administration to be carried out by a named coach.

Nutrition

Coaches will always promote the benefits of healthy eating to all their gymnasts. It is recommended that gymnasts boost their energy stores 1 ½ hours before a training session through the intake of carbohydrates and non-gaseous fluids.

It is essential that gymnasts bring a bottle of water that can be refilled during training.

Gymnasts that attend training sessions that last longer than 2 hours should always bring a snack to training with them.

Coaches will be vigilant for symptoms that may be an indication of a dietary related illness such as Anorexia or Bulimia Nervosa. In these circumstances Coaches will bring this to the attention of the Parents/Guardians/Carers

Body Piercing and Adornments

Jewellery and adornments worn in body piercing are inappropriate for safe practice in gymnastics.

This applies to both coaches and gymnasts.

All jewellery should be removed before gymnasts take part in any gymnastic activity. Coaches should remove all jewellery before spotting or supporting any gymnastic activity.

Jewellery that cannot be removed.

It may be impossible to remove a ring i.e. wedding ring in such cases these should be taped. Newly pierced stud earrings need to be covered with protective tape but must be removed as soon as possible (normally after 6 weeks).

For the avoidance of doubt any jewellery which can be removed, must be removed.

Religious or medical bracelets must be covered with a sweatband and secured with tape.

BULLYING

Bullying by children or adults on children or other adults will never be tolerated at Quantum Leap Gymnastic Club. All forms of bullying are taken seriously and responded to appropriately. Please see our Policy on bullying in **Safeguarding Children: Safe Environment Policy 2020**

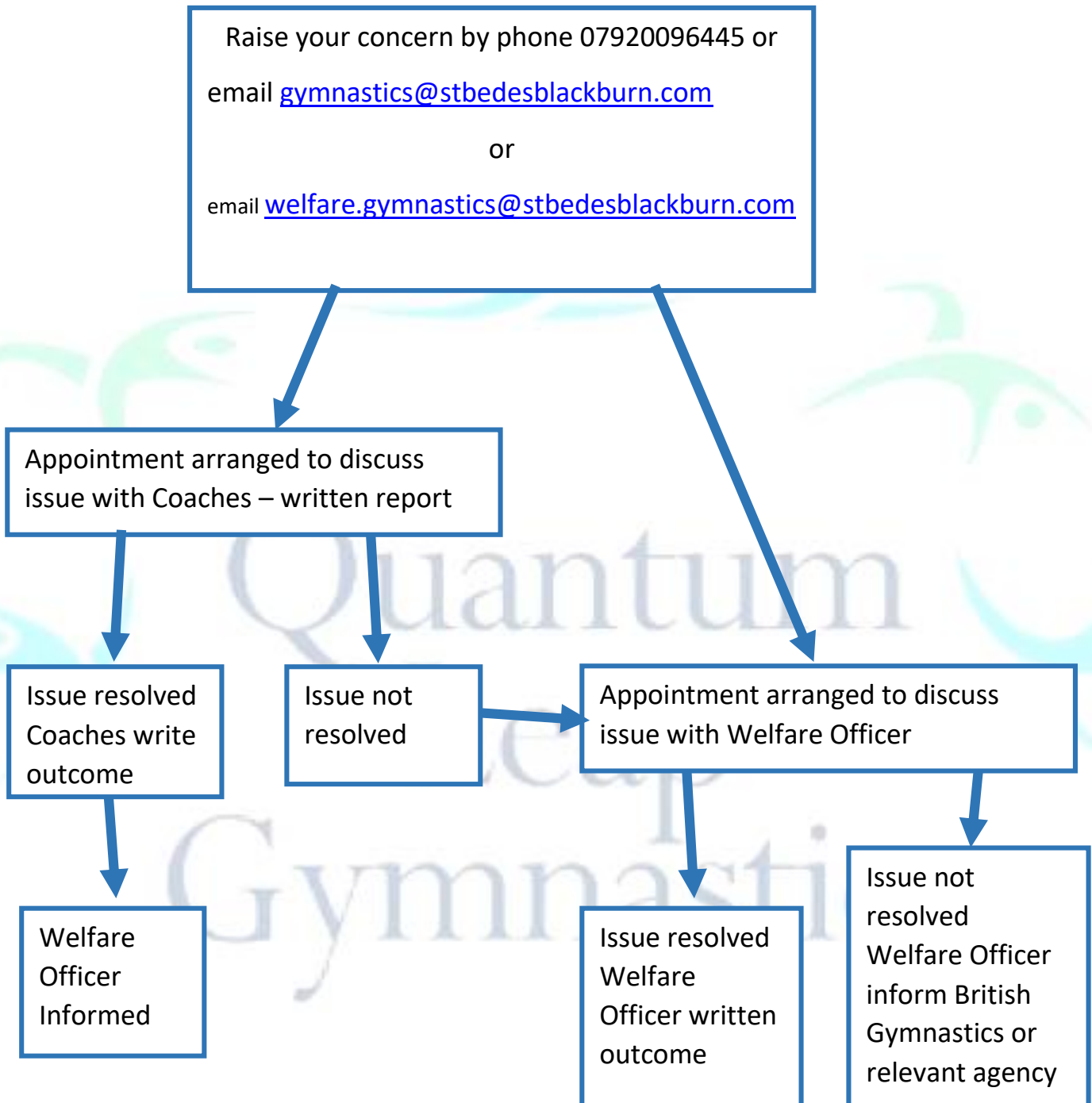
CLOTHING

Recreational gymnasts (those who are training once a week) may wear a leotard (this is not compulsory) or a T-shirt with shorts or leggings/joggers. All long hair must be tied back before entering the training area and all jewellery removed.

Squad, Pre-Squad and Development Squad gymnasts must wear a leotard for training (boys with shorts/long training pants), shorts may be worn. All gymnasts must have a pair of leggings/joggers. All long hair should be tied back before entering the training area and all jewellery removed. All gymnasts must bring a pair of trainers to gym with them.

Competition Attire – all competing gymnasts must wear a club leotard (boys with shorts), a club tracksuit top, a plain black pair of leggings/joggers and white socks. In addition, Squad gymnasts wear a specific competition leotard which they hire for each competition.

Complaints / Concerns Procedure



PARENT/GUARDIAN/CARER CODE OF CONDUCT

Parents/Guardians/Carers are expected to be polite and courteous at all times to all other Parents/Guardians/Carers, Coaches, and gymnasts, and any other adult helpers in the gym. Bullying or use of inappropriate language in the gym will not be tolerated.

- Parents/Guardians/Carers can always approach a Coach in charge with any questions, queries or concerns regarding their child and their gymnastics. This should be done before a training session beginnings or at the end of a training sessions. Coaches cannot be pulled out of a session unless it is urgent. If you need to discuss an issue at length it is best to make an appointment and arrange a convenient time for everyone outside of training times.
- Parents/Guardians/Carers should promote good sportsmanship at all times.
- Parents/Guardians/Carers are expected to be polite and courteous at all times to all other Parents/Guardians/Carers, all gymnasts, coaches and any other adult helpers in the gym. Bullying or use of inappropriate language in the gym will not be tolerated.
- Parents/Guardians/Carers must ensure their child is fit to partake in gymnastics activity prior to the start of a gymnastic session.
- Parents/Guardians/Carers should contact the gym if their child is going to be absent from a session. This can be done by email, phone call or text message
- Parents/Guardians/Carers should bring their child into the gym on time and collect them at the end of the class on time. If children arrive late when their session has already begun they should expect to sit and wait until the coach tells them, it is safe and appropriate to join in.
- It is the responsibility of Parents/Guardians/Carers to look after their child until the class commences, and then immediately following the end of the class. It is the responsibility of Parents/Guardians/Carers to ensure their own child's safety whilst in the corridor and entrance lobby.
- For the protection, safety and well-being of all our gymnasts, Parents/Guardians/Carers are not to enter the changing rooms. If you need to assist your own child, please use the toilet facilities.
- Parents/Guardians/Carers are to ensure their child is appropriately dressed for their class, with hair tied up and all jewellery removed before entering the gym. Parents/Guardians/Carers should make sure that their child brings a bottle of water to gym. It is not the Coaches responsibility to provide drinks for gymnasts.
- Parents/Guardians/Carers must ensure that all changes in contact details are brought to the attention of the Coach in charge of the class. Updates should be provided in writing.
- New Parents/Guardians/Carers should introduce themselves to the Coach in charge as this will ensure gymnasts only leave the gym with someone the coach recognises.

- Parents/Guardians/Carers must inform a Coach if someone different is going to collect their child from the gym.
- Parents/Guardians/Carers are expected to ensure the payment of training fees, competition fees & annual insurance is paid on time.
- For health and safety reasons Parents/Guardians/Carers are not to wait in the gym whilst their child is training (except for Gym Tot classes). Parents/Guardians/Carers may wait outside the gym and view through the window, however, if Parents/Guardians/Carers are seen to be using mobile phones whilst viewing their child, for the safety and wellbeing of all our gymnasts, they will be asked to move away. Parents/Guardians/Carers of Gym Tots are not allowed to use their mobile phones in the gym.
- Parents/Guardians/Carers are kindly requested to make sure that their child does not bring items of value to the gym.
- When visiting competition venues Parents/Guardians/Carers should be respectful to all competition officials and promote good sportsmanship at all times. Parents/Guardians/Carers should not approach Judges or challenge decisions made by the Competition Organiser or any other competition officials. Poor conduct displayed by Parents/Guardians/Carers may result in Our Club being disqualified from the competition or receiving a Club sanction.

GYMNASTS CODE OF CONDUCT

All gymnasts are expected to be polite and courteous at all times to all other gymnasts, Coaches, and all Parents/Guardians/Carers and any other adult helpers in the gym. Bullying or use of inappropriate language in the gym will not be tolerated.

- Gymnasts are expected to be polite and courteous at all times to all other gymnasts, their coaches and any other adult helpers in the gym. Bullying or use of inappropriate language in the gym will not be tolerated.
- Gymnasts who are upset, worried or concerned about anything should come and speak to a coach.
- Gymnasts are expected to arrive for training on time in their training attire. Gymnasts must train in suitable gymnastics clothing, i.e., leotard and shorts. Gymnasts should wear comfortable clothing to allow freedom of movement while at the same time not being open, loose or floppy for safety reasons. Leggings/joggers/shorts and T-shirt can be worn at Recreational sessions.
- Gymnasts with long hair must make sure that it is tied up before they enter the gym.
- Training commences promptly at the times stated on the notice board. Gymnasts who arrive late for their training session should expect to sit and wait until a coach tells them it is safe and appropriate to join in the session.

- Gymnasts of all ages must be brought into and collected from the gym by a responsible adult. Gymnasts will not be allowed to leave the gym by themselves unless this has been pre-arranged by parents with the coaches.
- Gymnasts are required to arrive and depart from the gym suitably dressed in outer clothing, such as leggings/ joggers/ shorts and a t-shirt/hoody, **not just a leotard**. Gymnasts should wear a coat to and from the gym in the winter months.
- Gymnasts must always tell a coach if they feel unwell or have an injury before the start of their gymnastics session.
- Gymnasts must always wait for their coach to tell them to start training and only use the gymnastics equipment when instructed to do so by their coach.
- Gymnasts should train in bare feet unless there is a medical reason that prevents this. If there is a medical reason, this should be brought to the attention of the Coach in charge of the gymnastic session.
- Gymnasts who use of an inhaler must have it clearly marked with their name on it. It should be handed to the Coach in charge at the beginning of the class for safekeeping and collected again at the end.
- Gymnasts are asked not to bring valuable items to gymnastics, Quantum Leap Gymnastics cannot be held responsible for lost or stolen items. It is advisable for items of clothing to be labelled with the gymnast's name and that the gymnast brings a bag to place their belongings in whilst they are training.
- Gymnasts should bring a drink with them to training.
- Gymnasts who bring mobile phones to gym **must not** use them whilst in the gym. Mobile phones are not to be taken into the changing rooms, they should be switched off and placed in the box in the gym
- Gymnasts should always tell a Coach if they need to leave the gym and an appropriate adult (a Coach, Gymnastic Helper or **your** Parent) will take you to the changing/toilet facilities.
- Shoes must be worn when leaving the gym/training area.