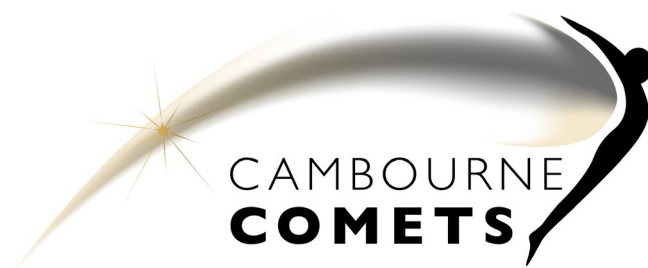




Cambourne Comets Trampoline and DMT Club



# Members Welcome Pack

January 2017



[www.cambournecomets.co.uk](http://www.cambournecomets.co.uk)

[info@cambournecomets.co.uk](mailto:info@cambournecomets.co.uk)

British Gymnastics Number 84466



# Cambourne Comets Trampoline and DMT Club

## Introduction

Welcome to Cambourne Comets Trampoline and DMT Club - We hope you will enjoy your time spent with us and that together we can work hard to support you and/or your child/children to achieve their personal trampolining goals.

We are registered with British Gymnastics through whom all our coaches and committee are trained and have attained GymMark and ClubMark Accreditation.

## Our Aims and Objectives are:

- To make Trampolining available to all - irrespective of ability, age and ethnicity.
- To promote and facilitate the practice and development of trampolining within the Cambridgeshire area.
- To foster the sport of Trampolining at all levels, providing opportunities for recreational and competitive members.
- To provide members with a safe and well supervised training environment at all times
- To determine the Trampolining needs of the members and strive to meet those needs e.g. requirements for coaching; competition; training; equipment etc.
- To support and encourage the training and development of coaches and trampoline competition officials
- To provide members with the opportunity to participate in competitions at an appropriate level.
- To recognise and abide by the official rules and guidelines of British Gymnastics.
- To ensure that all present and future members receive fair and equal treatment.

## Management Committee

Cambourne Comets is run by a committee of volunteers who meet on a regular basis throughout the year to manage the future direction and development of the club. A full list of all committee members and their roles can be found on our website.

## Coaches

We employ a number of coaches up to level 3 and are extremely lucky to have a team of highly dedicated coaches, who are eager to progress the club further. All our coaches are fully qualified and insured with our governing body, British Gymnastics, have attended a recognised Safeguarding & Child Protection course and hold a current enhanced DBS.

## Child Welfare

As a club we are fully committed to safeguarding and promoting the well-being of all our members. The club believes it is important that Members, Coaches, Parents and Volunteers associated with the club should at all times, show respect and understanding for the safety and welfare of others.

To ensure the welfare and safety of our members the Club has adopted the British Gymnastics 'Health, Safety and Welfare' policy, Safeguarding and Protecting Children Policy and their 'Child protection Policy' (copies are available to view on our website welfare downloads page).

We have appointed trained welfare officers who are fully involved in the running of the club and with whom issues can be raised. A list of our Welfare Officers can be found on our website.

We also have a dedicated Welfare email address: [welfare@cambournecomets.co.uk](mailto:welfare@cambournecomets.co.uk)



# Cambourne Comets Trampoline and DMT Club

## **Insurance**

As an affiliated British Gymnastics Club, we are fully protected by Legal Liability Insurance, so long as all our club members are also members of British Gymnastics. All coaches and officials are members of British Gymnastics and therefore also protected by Legal Liability Insurance.

Personal Accident Insurance is provided to all club members, through their individual membership with British Gymnastics.

## **Data Protection**

For the purpose of running the club, it is necessary to record personal information in relation to future participants, current participants, staff and volunteers. In doing so, every effort is made to comply with the Data Protection Act 1988. As a 'not-for-profit' organization that processes data purely for the purposes of establishing and maintaining membership, we are exempt from notification to the Information Commissioner.

## **Constitution, club policies, procedures and codes of conduct**

All members will be subject to the regulations of the constitution, club policies, procedures and codes of conduct. By joining the club members will be deemed to accept these regulations.

The Code of Conduct for Parents /Guardians and Spectators and Code of Conduct for Participants forms part of our registration pack.

Should you have any queries or questions, please do not hesitate to contact one of the committee.

## **Photography**

There will be occasions when a photograph or video of your child may be taken for publicity or training purposes. The photographs may be used in printed publications; put on notice boards in the sports centre or may appear on the club web site. However, should you wish for your child/children not to be photographed, please let us know.

## **GymMark**

GymMark accreditation means that Cambourne Comets is recognised by British Gymnastics and their partners, as a safe, effective and child friendly club, providing a service in the community that children and young people, their parents/carers and others with a passion for Gymnastics can trust.

Acquiring GymMark accreditation demonstrates the confidence and commitment that British Gymnastics and Sport England have in our club.

## **Our Social Media Sites**

Please like our Facebook Page '[CambourneComets](#)' and follow us on Twitter [@CambourneComets](#) - #GoComets 🌟, where we will keep you up to date with our latest news, results, photos and videos.

## **Club Contact Details**

- General enquiries: [info@cambournecomets.co.uk](mailto:info@cambournecomets.co.uk)
- Session payments: [treasurer@cambournecomets.co.uk](mailto:treasurer@cambournecomets.co.uk)
- Club Kit Officer: [info@cambournecomets.co.uk](mailto:info@cambournecomets.co.uk)
- Welfare Officers: [welfare@cambournecomets.co.uk](mailto:welfare@cambournecomets.co.uk)



# Cambourne Comets Trampoline and DMT Club

## Club Rules

- With exception of taster and holiday sessions, payment for fees, training sessions, competitions etc are payable upon invoice in line with our Payment of Fees Policy. Our preferred method of payment is via bank transfer. Any queries regarding payment should be directed to our Treasurer, Helen Winter ([treasurer@cambournecomets.co.uk](mailto:treasurer@cambournecomets.co.uk)). One taster session is usually free. Membership to British Gymnastics and Eastern Counties Gymnastics Association is required annually, payable in September or upon joining the club as this also includes your insurance.
- Prompt attendance is vital. If a member cannot arrive at the correct start time, then a coach must be informed. If a member relies on a lift from a parent/friend who finishes work late then an agreement with a coach can be made. If a member wishes to finish a session early, a coach must be notified.
- All members must participate within the rules and respect coaches, committee members, judges and their decisions. Members may face disciplinary action should they breach club policies or disregard the instruction of a Coach or Executive Officer of the club.
- All members must respect opponents and fellow club members.
- No jewellery, including earrings, is to be worn when trampolining. Your insurance may be void if an injury is caused by jewellery. If you have just had your ears pierced then they must be covered with plasters/tape.
- It is the responsibility of the member to inform their coach of any illness, physical or mental condition that may affect their ability to trampoline.
- Members must not use bad language. We do reserve the right to stop anyone attending our sessions if bad language is used.

## Session Rules

- Always pay attention to the instructions of your coach
- Trampolining must never take place without the supervision of a Level 2 Coach, who must be present at every session together with another adult before the session can begin.
- Suitable sports clothing must be worn at all times (e.g. leotard/shorts/t-shirt & socks/trampoline shoes)
- NO horseplay or fooling around.
- Volume should be kept at an acceptable level.
- NO using mobile phones during training, unless requested by a coach.
- NEVER go underneath the trampoline.
- NEVER attempt a new move without guidance and permission of a coach
- Always dismount the trampoline slowly & carefully from the edge of the tramp.
- NEVER leap onto a safety mat deliberately. They are there for accidents only.
- If you need to leave the training area, always inform a coach.
- All litter MUST be taken with you or disposed of correctly.
- Members should treat all equipment with respect. Setting up and putting away equipment should only be done under the supervision of a qualified coach. However we would appreciate help from members to help move the smaller mats. Mats should be carried sensibly with no pushing or pulling, two people carrying one mat at a time.
- If a member cannot attend a session, every effort must be made to inform a coach.
- Every member has a responsibility to support others by “spotting” when not on the trampoline or conditioning. If a member leaves the trampoline without permission or is acting in an unsafe way when “spotting”, punishments can include missing turns or missing the remainder of the session.
- Cambourne Comets Trampoline Club has the right to terminate membership if club rules are not adhered to, or behaviour is deemed to be unacceptable.



## Cambourne Comets Trampoline and DMT Club

### **How are the sessions run?**

Members will be allocated to coaches/sessions appropriate for their level of ability and coaching needs.

Bouncers will take part in a five minute floor warm up at the start of the session, followed by a warm up on the trampoline bed and then they are all set to train.

### **Cost**

Each session costs £5.00.

We also run holiday sessions which are handled on a pay as you go basis.

### **Awards**

Every child in the club follows a clear development plan, which is supported by British Gymnastics. If you wish to view your child's progress please feel free to discuss it with their coach.

In order to monitor, recognize and reward progress your child/children will follow the British Gymnastics Trampoline Proficiency Award Scheme.

The award scheme has fifteen levels, divided into 3 sections:

- Levels 1-5 developing foundation skills
- Levels 6-10 intermediate skills and levels
- Levels 11-15 developing more advanced skills

On successful completion of each award, an award badge and certificate is awarded.

### **Training Attire**

Participants must wear suitable clothing during training sessions. The clothing should not be too loose or long. The clothes should not have buttons, buckles, belts or exposed zips.

Preferably clothing would be leotard and or T-shirt and leggings/ shorts. Socks or trampoline slippers **MUST** be worn on the trampoline bed.

Long hair should be securely tied back to avoid distraction or loss of vision.

Recent piercings where the jewellery cannot be removed must be assessed by the coach. Only where considered safe the participant **MAY** cover the piercing with medical tape for protection.

Our training kit is supplied by MrCricket and is available to order via their website:

<http://www.mrcricketshop.co.uk/cricket/club-shop/comets/>

You will need a password to access our Kit Page and this can be obtained by emailing:

[info@cambournecomets.co.uk](mailto:info@cambournecomets.co.uk)



## Cambourne Comets Trampoline and DMT Club

### Payments

Cambourne Comets uses BrightBooks for our invoicing system whereby invoices are emailed to parents for Membership, Session and Competition fees and other purchases. Using this system, parents are able to log in to view their account and see what, if anything is outstanding easily.

Our preferred method of payment is by bank transfer:

Bank: Lloyds TSB

Sort Code: 77-05-10

Account No: 20556260:

For the **Reference** please quote **members' full name**

Difficulties paying invoices should be discussed in the first instance with the Club Treasurer who will treat such information in the strictest confidence or email:

[treasurer@cambournecomets.co.uk](mailto:treasurer@cambournecomets.co.uk)

### Membership fees

Membership fees are payable in full. Failure to pay membership fees **will** result in suspension of training as without BG membership, participants are not insured.

### Session Fees

Participation session fees are payable upon invoice either in full or monthly across the term. Failure to pay these fees may result in suspension of training until the account is brought up to date. Participants with fees more than one month in arrears will be contacted and asked to bring their fees up to date, but if this is not done within 14 days the club reserves the right to withdraw training.

### Competition Fees

Competition fees are payable upon invoice in full. They must be paid in full by the stipulated date. Failure to do so may result in the participant being withdrawn from the competition. Please note that competition fees are non-refundable unless a medical certificate is produced.

### Other fees

Kit and other fees are payable upon invoice in full, unless by arrangement with the Club Treasurer.

Any participant wishing to leave the club is required to give one month's written notice (email is acceptable). This is to allow the club the chance to fill the space and keep fees at an affordable level.

If you do not pay your club membership fees by the due date, your sessions will be offered to someone on the waiting list.

**Happy Bouncing!**  
**Cambourne Comets Trampoline Club**