GLK GYMNASTICS CODE OF CONDUCT

2026-2027

CODE OF CONDUCT & TERMS AND CONDITIONS

At GLK Gymnastics, our priority is providing a safe, supportive and inspiring environment where every gymnast can thrive. These expectations apply to all members, parents/guardians, and coaches, and are designed to ensure the welfare, enjoyment and development of every child.

PAYMENTS & MEMBERSHIP

- Danes Camp-based classes are paid monthly, on a pro-rata basis (reduced monthly fees, with no training in August). School clubs are booked and paid for half-termly.
- A £5 late payment charge will be applied if fees remain outstanding after the second automatic attempt by our system.
- Refunds will not be given if notice is given after the 1st of the month.
- Notice to leave GLK Gymnastics must be submitted by email to glkgymnastics@outlook.com, with one month's notice required.

SAFEGUARDING & WELFARE

GLK Gymnastics follows the safeguarding policies and procedures of the Independent Gymnastics Association (IGA).

- Welfare Officer: Alice Hudson – 07769 692545
- Any concerns should be raised with the Head Coach (Jo) or Welfare Officer in the first instance.

FACILITIES & SECURITY

- Only registered GLK members may enter or use training spaces.
- All doors remain closed during sessions; ventilation provided by secured windows where necessary.
- Parents/guardians should not enter the gym unless invited by a coach.

PARENTS & GUARDIANS

Parents/guardians play a vital role in supporting both gymnasts and coaches. You are expected to:

- Ensure gymnasts arrive on time, with water and having used the toilet.
- Encourage and celebrate effort, progress and teamwork.
- Respect coaches, other parents and all children always.
- Support positive communication – queries should be raised respectfully with coaches or our Welfare Officer.
- Do not coach from the sidelines or challenge staff during sessions.
- Collect your child promptly at the end of class from the designated exit point.
- Keep GLK informed of absence, illness or injury.

GLK GYMNASTICS CODE OF CONDUCT

2026-2027

ILLNESS & INJURY

- Gymnasts should not attend training if they are unwell or unable to participate safely.
- Parents/guardians must inform GLK of any illness or injury that may affect their child's ability to train.
- Gymnasts must be free from sickness (vomiting or diarrhoea) for at least 48 hours before returning to training.
- Any injury or illness occurring during a session will be assessed by the coach, and appropriate first aid will be provided where necessary.
- Parents/guardians will be contacted where a gymnast is unable to continue training safely or requires further attention.
- All first-aid treatment and significant incidents will be recorded in accordance with GLK procedures.

PARTICIPANTS (GYMNASTS)

As a member of GLK Gymnastics, you are expected to follow these club rules:

- Respect coaches, judges, teammates and equipment at all times.
- Arrive on time, prepared for training and competitions.
- Wear the agreed GLK training kit for squad sessions; hair tied back, no jewellery.
- Use positive language and behaviour – poor conduct, bullying or disrespect will not be tolerated.
- Inform GLK in advance if unable to attend training (via email: glkgymnastics@outlook.com).
- Two missed sessions without notice may result in the place being offered to someone on the waiting list.
- Gymnasts must remain inside the training hall until collected by their authorised parent/guardian.

COACHES

- GLK coaches are responsible for ensuring all gymnasts feel safe, supported, and inspired. Coaches must:
- Prioritise gymnast safety, check equipment before use.
- Deliver high-quality, age-appropriate and inspiring sessions.
- Promote teamwork, respect and good sportsmanship.
- Maintain professional boundaries and positive communication with gymnasts and parents.
- Wear GLK uniform and uphold the club's standards of presentation.
- Hold relevant qualifications and safeguarding training.
- Report safeguarding concerns immediately, following IGA and GLK procedures.
- Ensure all first aid incidents are recorded and parents informed.
- Protect confidentiality of all personal information.

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BEHAVIOUR & DISCIPLINE

GLK Gymnastics expects all gymnasts, parents/guardians and coaches to behave respectfully and appropriately at all times. Bullying, harassment, aggressive behaviour or behaviour that compromises the safety or wellbeing of others will not be tolerated.

Please refer to the GLK Behaviour Policy for further information on our expectations and how behavioural concerns are managed.

COMPLAINTS & CONCERNS

We encourage parents/guardians to raise concerns as soon as possible so that GLK can work to resolve them promptly.

General concerns or complaints should be raised with the Head Coach in the first instance. Safeguarding concerns should be raised with the Head Coach or Welfare Officer.

Where a concern cannot be resolved informally, GLK will follow the appropriate complaints procedure.

DATA PROTECTION & PRIVACY

GLK Gymnastics is committed to protecting the personal information of our gymnasts, families and staff. Personal information will be handled securely and in accordance with our data protection procedures.

Please refer to the GLK Privacy Policy for further information on how personal information is collected, stored and used.

By joining GLK Gymnastics, you agree to abide by this Code of Conduct & Terms and Conditions. Our aim is to work together with families to ensure every gymnast feels safe, supported and encouraged in their gymnastics journey.

Joanne Kelly

Head Coach – GLK Gymnastics