

WR Parent/Participant Handbook

Version 30/03/2022





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Welcome To Our Family!

WhiteRose Gymnastics Limited (WRG) was founded in March 2019 by Josh Borom.

WhiteRose Gymnastics (WRG) is a [British Gymnastics](#) (BG) registered academy, based in Goole. We specialise in a discipline called TeamGym, offering sessions from confidently walking toddlers through to adults. WRG aims to fulfil each individuals potential at our fun, safe and friendly sessions.

Whether you're starting out or more advanced at gymnastics, we welcome boys, girls and adults of all abilities, creeds, religious beliefs and backgrounds.

About TeamGym: <https://www.british-gymnastics.org/gymnasts/disciplines/teamgym/374gymnastsparents/gymnasticsdisciplines/47-introduction7>

The safety and wellbeing of all our members is of utmost importance to us. We ensure that all volunteers, coaches and officials are checked with the Disclosure and Barring Service (DBS) and hold valid British Gymnastics Membership. All coaches hold BG certificates of qualification and are first aid trained. Our team of Welfare Officers have completed appropriate BG defined Safeguarding and Child protection training.

I am thrilled to get to know you!

Josh Borom Director & Head Coach

The company currently our main products /services are:

Delivery of:	Sale of:
PRE-SCHOOL gymnastics	Badge/award system
RECREATIONAL gymnastics	Gymnastics attire
ADVANCED gymnastics	Sports products
TEAMS gymnastics	

More information can be found on our website at: www.whiterosegymnastics.co.uk

Core Values

Values for WRG: to deliver outstanding gymnastics in an honest, observant & organised environment

Values of coaches/staff: where coaches encourage, energise & are exceptional at engaging members

Values of participants: friendly family for fun, fit & fierce members

Here's your staff handbook - your go-to resource for the processes and policies to keep in mind while you're working here.

This booklet is designed to work in conjunction with the Staff Health & Safety and Induction Handbooks to provide key and sufficient information for staff to complete their responsibilities.

Take some time to read through everything within this handbook, as it not only details our responsibilities to you both in response to and in addition to current employment law, but it also gives you insight into the business ethos as a whole and what we need to do as a team to maintain a fair, supportive and enjoyable workspace.

Every now and then, something in this handbook may change - this may happen if the law itself changes, for example. But, if this happens, we'll let you know as soon as possible.

You'll be provided with copies of the relevant amended sections if the change is minor, and we'll also discuss any potential amendments with you if the changes are particularly major.

Either way, we'll make it our priority that you're kept up to date and completely clear and confident about this handbook's contents.

WhiteRose Gymnastics reserves the right to make amendments and changes to this document.



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Welfare Officer (CWO) E-mail:	wrgawelfare@gmail.com
Region's Welfare Officers:	
Enid Harrison (North England) E-mail:	enid.harrison@british-gymnastics.org yorkshire.rwo@british-gymnastics.org
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Facility Address:	WhiteRose Gymnastics Limited Unit C5 Larsen Road Goole DN14 6XF
British Gymnastics Telephone:	+44 (0)345 297 129
British Gymnastics Email:	https://www.british-gymnastics.org/ contact-us

In order to effectively investigate/resolve welfare issues, parents/guardians are expected to maintain confidentiality around any investigation.

Should you wish to raise or report a welfare concern; please contact the Welfare Team directly

Meet Our Team: Leadership And Company Management

My attention is focused on introducing, developing and inspiring participants with a hunger to learn about the many benefits that gymnastics has to offer, whilst promoting a healthy and active lifestyle. - **Josh Borom**

Please refer any concerns about any aspect of the services we provide to: Josh Borom E-mail: office@whiterosegymnastics.co.uk

British Gymnastics (BG) Membership

To continue with us after your taster sessions, you must purchase British Gymnastics Insurance from the BG website and link up with our at **WhiteRose Gymnastics**.

This fee covers:

- Insurance through British Gymnastics for gymnasts while they are training, competing or demonstrating at any approved venue within the UK or overseas
- Participation in British Gymnastics programs and compete in events anywhere in the UK and overseas

Unfortunately anyone who has not paid this membership to British Gymnastics and affiliated to our club through the BG website will be unable to participate until this is completed. Details of the insurance cover provided by British Gymnastics are available on the British Gymnastics website: <https://www.british-gymnastics.org/renewal-options> The BG fee table was current at the time of this booklet (08/02/2021).

Merchandising:

We have introduced branded clothing for training and competition purposes. Please email or call to find our more information.

POLICIES

WhiteRose Gymnastics follows several British Gymnastics policies. Please familiarise yourself with them for the benefit of all WRG members.

These policies help to provide a safe environment for all of our members. By accepting a space following the taster sessions, you, your child(ren), agree to adhere to our policies.

Child Protection And Safeguarding

WRG adopts the BG Child Protection policy <https://www.british-gymnastics.org/coaching/coach-membership/safeguarding-and-compliance>

Safety And Welfare

WRG adopts the BG Health, Safety and Welfare policy <https://www.british-gymnastics.org/coaching/coach-membership/health-and-safety>

Equality And Ethical Standards

WRG adopts the BG Equality policy: <https://www.british-gymnastics.org/coaching/coachmembership/equality> <https://www.british-gymnastics.org/coaching/coach-membership/ethics-standards>

Discipline

Disruptive or threatening behaviour of any kind will not be tolerated. WRG has a 'three strikes' policy.

Should any participant, parent, carer or guardian fail to uphold behaviour standards, set out in the Participant/Parents code of conduct they will receive a verbal warning. **(Strike 1)** Should this behaviour continue, then a written warning will be issued. **(Strike 2)** If the warnings have no effect and a third incident occurs, WRG reserves the right to suspend or expel the individual or individuals. **(Strike 3)**

Payment Procedure

Fees are collected at a flat monthly rate in advance at the start of each month by direct debit.

We use LoveAdmin and London & Zurich to collect all payments, and will appear on your bank statement as such.

If joining part way through the month, your first payment will be on a pro-rata basis for the rest of that month.

Late Fees

Should fees not be available for collection on time, this will incur an additional £5.00 late fee charge and will be added to the outstanding amount for that month. No payment results in no training until payment is made.

Should this become a recurring issue, membership will be revoked and you will lose your space at WRG.

Anti-Bullying

Bullying is anti-social behaviour and will not be tolerated at WRG. Please report any bullying concerns to the Welfare Officer/Manager or both. They will deal with the raised issue immediately and in confidence and will investigate to decide the most

appropriate course of action. WRG will listen to both sides, recording and reporting this information back to the participants' parents/carers/guardians. If this behaviour continues, our 'three strikes' discipline procedure will take effect and may result with individuals being expelled from WRG.

Social Media Guidelines

WRG takes the misuse of social media very seriously. Anyone found misusing social media will be dealt with in accordance to our discipline procedure.

To prevent any issues from occurring please follow these guidelines:

- Be yourself, but remember you are still visible to everyone on that social media platform
- Be responsible and honest about what you share.
- Never talk negatively about WRG or any other competitors, coaches, clubs/academies, countries or teams:
 - a. Never use derogatory or negative language
 - b. Never disclose personal information
 - c. Never share, view or add inappropriate content
 - d. Think before you share anything
 - e. Report any concerns you may have

Gymnast-Coach Ratio

To ensure WRG sessions run safely and effectively and typically adopt the following ratios:

Pre-school: 8 gymnasts : 1 coach **Recreational Gymnastics:** 12 gymnasts : 1 coach (however, low risk, group activities on the floor area, such as warm ups and games, these ratios may be increased).

Disability Gymnastics: 8 gymnasts : 1 coach down to 2 gymnasts to 1 coach (following a needs and risk assessment) The ratios of all other gymnastics activity will vary according to the activity.

We will not allow any child to leave the premises without a parent/guardian as part of our duty of care.

Clothing And Piercings

All jewellery, piercings or anything of this nature must be removed before the start of your child/children's session. Please be reminded that this is not the responsibility of the coaches.

Toileting

Children must be taken to the toilet before their class starts as it is not the responsibility of the coach and prevents classes from running effectively. Sensible, closed toe footwear must be brought to each class for this to prevent injury and promote cleanliness and hygiene.

Valuables And Lost Property

Items brought into a WRG session are done so at the parent/participants' own risk and we do not accept any liability for such personal belongings that are left, lost, damaged or stolen.

Photography And Video

Strictly no photographs or videos are to be taken during a sessions. We align with the BG Safeguarding and Protecting Children policy and the British Gymnastics Photography Regulation (made under Article 53 of the Articles of Association of BG). Every month we celebrate those children who have achieved their British gymnastics proficiency badges on our social media. WhiteRose Gymnastics will never share the names of the children in these monthly publications. We do allow Parents/Guardians to photograph their child against our backdrop if they wish during '**badge week**'

WhiteRose Gymnastics may use words or images (moving and still) for the purposes of promotion, education and development of the academy/sport. You can contact WhiteRose Gymnastics at any point and ask us not to use these images or word. We will comply with this request for future publications. **Please note that we may be unable to remove this data once already in circulation, but will try our very best.**

Arrivals And Departures

As part of our aim to keep WhiteRose Gymnastics secure and our members safe, there is now barrier in place to enter the estate car park. Our drop-off and pick-up procedure will include a window of 5 minutes at the start and the end of each hour to operate the barrier - so please be mindful of this if arriving by car. Participants must arrive 5 minutes before the start of their session to allow for a prompt start.

PRE-ARRIVAL

- a. Arrive 5 minutes before your session dressed appropriately
- b. Bring a bottle of water and any medication (e.g. inhaler)
- c. Hair to be neat, tidy and tied back. If hair still falls below shoulder length it must be looped over or fastened into a tight bun
- d. Clothing to be appropriate for training. (not baggy, without zips or pockets) ✓
Sensible closed toe footwear (incase your child/children requires the toilet)
- e. All piercings to be removed. Newly pierced ears may be taped up for the first 6 weeks.
- c. Following this, they must be removed

ARRIVAL

- a. Wait for a member of our team to invite participants into the gym area
- b. Remove footwear, jackets or accessories and place in a tray and place in a wire locker
- c. A coach will invite participants to their warming-up area to wait for participants while the class register is taken

THE SESSION

- a. Coaches have worked hard to create a rolling programme to keep members engaged and focuses on different apparatus each week
- b. A coach will provide participants opportunities for water breaks between activities

DEPARTURE

- a. A coach will dismiss participants.
- b. Participants are to collect their belongings and wait with the member of staff who will hand-over to parents/guardians
- c. For any queries, please try best to share these via email or over the phone during out-of class hours. Otherwise, this will cause delays to our programme due to our back-to-back class structure

Gymnasts must be dropped off and collected by **one** accompanying adult only, however if your child walks themselves to class this will not be an issue providing all of the below points have been read, understood and adhered to.

What To Expect From Coaches/Volunteers And Officials

All WRG staff will:

- a. Treat Gymnasts, Parents and other Coaches politely and respectfully and will not tolerate discrimination, poor practice, bullying or any other form of abuse
- b. Provide suitably qualified, insured and trained coaches that have undergone enhanced DBS checks to confirm their suitability to work with our members
- c. Encourage a healthy and nutritious diet and lifestyle for the participants
- d. Ensure that grievance's or complaints are dealt with fairly and in a timely manner and in accordance with our grievance procedures
- e. Ensure the safety and welfare of all our members, coaches, volunteers and parents
- f. Abide by British Gymnastics guidelines for the protection of children and vulnerable adults
- g. Ensure that a minimum of two responsible adults are available at all training sessions and events
- h. Ensure that participants and/or parents/guardians are aware of the purpose of videoing, filming or photography during training or events
- i. Never undermine or contradict another member of staff or coach, or their coaching techniques, in front of participants. Discuss any issues to the Head Coach directly
- j. Encourage participants to value their performance and not just the results

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. The person who delivers the child must come with them to the gym entrance.

A coach takes on certain responsibilities while your child is in our care.

- Holding a responsibility for care and well-being during training
- Providing first aid
- Providing emergency medical treatment

What We Expect From Participants

- a. Good behaviour, hard-working and positive mental attitude towards other gymnasts and coaches
- b. Respect for coaches, judges, officials and their decisions
- c. Respect for opponents and other participants from WRG and other clubs/academies)
- d. Good attendance. If a gymnast is consistently absent, without prior notification, the Academy will investigate to ensure that all groups and sessions are operating efficiently and optimally

- e. Suitable clothing and removal of all body jewellery for training and competitions
- f. Appropriate refreshments (water/squash) may be brought to a session and fruit may be permitted for training lasting for over 2 hours)
- g. Gymnasts must not smoke, consume alcohol or take drugs of any kind before/ during training and whilst representing WRG at competitions or other events
- h. Gymnasts must inform a coach if they have any injuries or illness before the session begins.
 - i. Not enter the gym until your coaches invite you in
 - j. Not fight or argue with other participants
 - k. Not to swear or use bad language whilst training or representing WRG
 - l. Not to eat or chew gum during training sessions or competitions

What We Expect From Parents/Guardians

To read through and explain the participant/parent code of conduct to your child/ children:

- a. If your child is under 6 years old, please remain on site for the session
- b. Ensure that your child arrives appropriately dressed for their session (as set out in the Participants expectations)
- c. Ensure up to date contact/personal information is documented at the club with swift notification of any changes
- d. Fees to be paid in full and on time
- e. To treat coaches, gymnasts and other parents politely and respectfully
- f. Ensure good child attendance and arrive 5 minutes before a session to allow for a prompt start and collect your child promptly at the end of the session
- g. Keep the club informed if your child is unable to attend sessions due to illness, injury or due to bad weather
- h. Encourage a healthy and nutritious lifestyle for the participant
- i. Support your child's involvement and help them to enjoy their sport
- j. Never force your child to take part
- k. Never punish or belittle a child for poor performance or making mistakes
- l. Endeavour to establish good communications with the club, coaches and officials for the benefit of all. Many parents/carers become coaches or judges. If you wish to help, then

GYMNAST PATHWAY

Our team of coaches have formed a pathway for gymnasts and parents. All of our sessions cover basic gymnastics movements/components crucial to the sport, starting

from Recreational and progressing through to Advanced and then for Teams selection. We group by age, then the coaching team assess each participant by attitude, their targets and physical and mental performance.

Training	Competition
<p>Hair: to be neat and tidy and tied back. If the pony tail is below shoulder length it must be looped over or fastened into a tight bun.</p> <p>Clothing: to be appropriate for training. (not baggy, without zips or pockets for Recreational classes). Training leotards for all other classes.</p> <p>Sensible closed toe footwear (incase your child/children requires the toilet)</p> <p>All piercings to be removed. Newly pierced ears may be taped up for the first 6 weeks. Following this, they must be removed.</p>	<p>Hair: to be smartly pinned back in a tight bun on the crown of head.</p> <p>Leotards: Competition leotard + competition leggings/ longs.</p> <p>Competition Jacket and leggings.</p> <p>All piercings to be removed. Newly pierced ears may be taped up for the first 6 weeks.</p>

Recreational (REC) Pathway

Participants will be invited to one of our fun, structured Recreational sessions. These classes are for individuals who may not have any prior experience of gymnastics or for those who maybe have previous experience but do not wish to be competitive within the sport. The sessions act as a platform for children to:

- Enjoy an exciting, healthy activity, in a fun environment
- Meet other boys and girls from different areas, backgrounds and abilities
- Access a sport that they may find extremely satisfying and wish to pursue further
- Recreational classes are available for various age groups (4-6 yrs, 7-9 yrs, 10+ yrs). Sessions last 1 hour and each session refers to below:
- Fun games, warm-up and basic stretch and basics (line work) [30 minutes]
- Apparatus & side station set ups x 2 [15 minutes]
- Rotating each week around; Vault, Floor skills, Trampette, Trampette Vault, Tumble, British Gymnastics Proficiency Awards/Badges.

PROGRAMMES (WHAT WE WORK TOWARDS)

Floor

Basic Gymnastic Shapes: tuck, pike, straddle, stretch, star, front/back support, Japana, pike-fold, bridge, splits

Balance: splits, single leg balance, pike, mushroom, straddle hold, handstand, 0.5 spin

Movement: chassis, skipping, hopping, walking (forwards backwards, sideways)

Trampette

Take-off: sprinting, 2 footed-take off

Jumps: tuck, pike, straddle, stretch, star

Rolls: dive roll, dive roll onto raised surface

Somersault: front somersault (tuck, pike, straight)

Vault

Take-off: sprinting, 2 footed-take off

Jumps: tuck, pike, straddle, stretch, star

Rolls: hide roll, dive roll onto raised surface,

Approach: squat on, stretch jump on

Dismount: control in jumps and landing, handspring flat back, handspring dismount

Tumble

Linking: jumps, forward/backward rolls, cartwheels (2 & 1 handed)

Acrobatic: round-offs, handsprings, flics, somersaults, forward/backward kick-over/ walkover

Body Prep

Tuck, Mushroom, Pike & Straddle hold (5 sec)

V-sit hold (5 sec)

5 x Chin ups (any grasp)

5 x Leg lifts (any grasp) - extended legs preferred

5 x vault run lengths [15m]

Press to handstand from straddle stand
Arch hold & Dish hold (10 sec)

Advanced (ADV) Progression Pathway

For an invitation to these sessions, gymnasts must show mental and physical resilience and determination. Coaches must see actual improvements on areas such as flexibility and strength (splits and bridges, dish and arch shapes) Ultimately, the decision for a gymnast to progress into a more advanced group rests with the coaching team. Parents/Guardians will be notified.

What Will The Advanced Pathway Entail?

More intensified training

Where the sessions will focus more on body preparation (strength, power and flexibility) and skill preparations (preps) to learn gymnastics skills that are increased in difficulty.

Attend multiple sessions per week

The correct level of tuition to safely prepare your child for competitions and tougher skills will require an increase in commitment. We highly recommend that your child attends as many of their designated sessions as possible.

Increase in monthly tuition fees

You will need to let us know which sessions your child plans to attend. Your monthly fee can be found in the [Fees](#) section.

Gymnasts who demonstrate good flexibility and strength, that need a more mentally and physically challenging session, may be invited to one of our [**Advanced (ADV) Progression Pathway**] sessions. It is crucial that the basic requirements for this group are met to ensure maximum enjoyment out of the session. This session allows the participants to practice advanced skills more independently. This group offers/requires participants to compete.

Work on more advanced skills with greater independence
Introduction to the importance of body conditioning in
Gymnastics

What if my child does not enjoy these sessions?

That is absolutely fine! We understand that some children will not like these intensified sessions and they are welcome to just trial them for a Cycle [4 weeks] - if

they do not like the sessions, a space will be saved for them in their current session. Advanced (ADV) Progression Pathway (not yet implemented) [*Aged 8+ years*] aiming for [2] hrs x 2+ per week.

WhiteRose Leaders

WhiteRose Gymnastics recognises that many young individuals may wish to assist, learn and expand in their knowledge of the sport. This is why we plan to focus our efforts on teaching and encouraging Young leaders to assist in coaching sessions.

The 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. 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.

The [Intro To Coaching course](#) is ideal for individuals seeking to earn the first step into coaching qualification. Applicants must be aged 11 or over on the first day of the course.

DAYTIME BOOKINGS & BIRTHDAY PARTIES:

Our facilities are available for hire. Such interested parties may include: local Yoga/ Pilates/ personal training instructors with their own client base or hired for a birthday party/event.

British Gymnastics Health, Safety & Welfare Policy for Clubs & Affiliated Organisations <https://www.british-gymnastics.org/documents/departments/9840-health-safety-welfarepolicy-v2-0-march-2018/file>

Health & Safety Guidance: Coaching Practice
<https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/8851-h-sguidance-safe-coaching-1/file>

Health, Safety & Welfare Guidance - Safe Participation

<https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/8852-h-sguidance-safe-participation-1/file>

Health, Safety & Welfare Guidance - Safe Trips

<https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/8853-h-sguidance-safe-trips-1/file>

Health & Safety F.A.Qs <https://www.british-gymnastics.org/coaching/coach-membership/health-and-safety-faqs>

Safeguarding Policy & Procedures

<https://www.british-gymnastics.org/documents/departments/membership/safeguardingcompliance/safeguarding-and-protecting-children/5727-safeguarding-and-protectingchildren-policy-1/file>

Safeguarding Children: Safe Environment

<https://www.british-gymnastics.org/documents/departments/membership/safeguardingcompliance/safeguarding-and-protecting-children/7769-safeguarding-children-safeenvironment-06-2016/file>

Safeguarding Children: Safe Recruitment

https://www.british-gymnastics.org/images/2014.08.14-Safe-Recruitment_SG--ProtectingChildren_V1.0_2014_FINAL.pdf

Social Networking Guidelines <https://www.british-gymnastics.org/images/>

BG Criminal Record Checks Policy and Guidelines

<https://www.british-gymnastics.org/documents/departments/membership/safeguardingcompliance/criminal-records-checks/5367-bg-criminal-records-check-policy-and-guidelines/file>

Managing Challenging Behaviour

<https://www.british-gymnastics.org/documents/departments/membership/safeguardingcompliance/welfare-officer-support/2844-managing-challenging-behaviour/file>

The guide to Live Streaming Apps

<https://www.british-gymnastics.org/gymnasts/gymnast-membership/document-downloads/safeguarding-compliance/9131-live-streaming-booklet/file>

Young Persons Guide to working together to Safeguard Children https://www.british-gymnastics.org/images/safeguarding/20170522Young_Persons_guide_to_Working_Together_2015.pdf

Young Persons Guide to keeping children safe https://www.british-gymnastics.org/images/safeguarding/20170522Younger_persons_guide_to_Working_Together_2015.pdf

Health, Safety & Welfare Policy <http://www.bg-insurance.org/Portals/0/Documents/Health%20Safety%20and%20Welfare%20Policy%20Jan%202012.pdf>

Safeguarding & Protecting Children Policy <http://www.bg-insurance.org/Portals/0/Documents/Safeguarding%20and%20Protecting%20Children%20Policy-2009.pdf>

British Gymnastics Policy on Body Piercing and Adornments <http://www.bg-insurance.org/Portals/0/Documents/Body%20Piercing%20Adornments%20Policy%20May%202012.pdf>

Equality Policy <http://www.bg-insurance.org/Portals/0/Documents/Equality%20Policy%20Final%20Jan%202012.pdf>

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