



Recreational Handbook

2018

Important Contacts

Website

www.bicester-gymnastics.club

Club Secretary

Louise Workman

clubsecbdgc@gmail.com

Membership Secretary

Emily Tucker

membershipbicestergymnastics@gmail.com

Head Coach

Glenn Gamotis

headcoachbdgc@gmail.com

Deputy Head Coach

Caroline Shacklock

headcoachbdgc@gmail.com

Welfare Officer

Helen Jolliffe

welfarebdgc@gmail.com

Qualified Coaches

Alex Webb

Glenn Gamotis

Susan Blunsden

Caroline Shacklock

Amy Chapman

Chloe Chapman

1. Discipline

- Each session will begin and end with gymnasts *lining out* without talking
- Gymnasts will treat *all* coaches *and* assistants with respect
- Coaches are responsible for the gymnast's safety and welfare while in the gym and therefore have the authority to discipline any gymnast who misbehaves
- Gymnasts must not go on any equipment until told to do so or before asking a coach
- Gymnasts must refrain from loud shouting, *horseplay* or any other disruptive behaviour
- BULLYING by gymnasts or coaches will not be tolerated, any bullying should be reported to the Welfare Officer (which will be treated in confidence)

2. Attendance

- Gymnasts should notify the club if they are not going to be able to attend a session by emailing the Head Coach **2 weeks in advance**. Absence of more than 3 consecutive sessions without notification will be taken as indication the gymnast no longer wishes to belong to the club and the place will be given to someone on the waiting list. Sporadic attendance from a gymnast may also come under review. Be aware that notice is **still** required during school holidays
- Gymnasts should remain in the gym during the whole session and get a coach's permission before leaving the gym for any reason.
- If required to leave early, a coach must be notified by the parent/guardian and the gymnast should be collected by a designated adult.
- Gymnasts should register with the coach at the door. All gymnasts will register at the far door of the gym (next to Expressions Gym).
- All gymnasts under the age of 12 must be dropped off and collected from the gym at the door nearest Reception. It is not acceptable to allow gymnasts under the age of 12 to walk to the café or another part of the leisure centre alone.
- Gymnasts must have written permission to leave the hall by themselves. Please email the Head Coach this permission.

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- Gymnasts under 12 years of age must not be left unattended waiting for their session to start.
 - Gymnasts parents/guardians should notify us if they wish to stop training by giving 1 months' notice by emailing the Club Secretary.

3. Proper Attire

- The proper attire for gymnastics is a leotard. For training, sport shorts or leggings and crop tops as found in the leotard catalogues will be allowed. They are also permitted to wear any BDGC kit at their Coach's discretion.
- Changing rooms are available to use at the leisure centre so please refrain from changing within the gym.
- All jewellery is strictly forbidden for health and safety reasons.
- Loose fitting tops, clothing with metal studs or zippers and hooded tops are not acceptable to wear during the session.
- Clothing and outdoor shoes should be kept neat and tidy preferably in a bag. Any items removed during a session should be put here also and not left around the gym.
- All personal belongings should be marked with gymnast's name and the club are not responsible for lost or stolen items.

4. Mobile Phones, Filming & Photography

- If the gymnasts that are required to bring a phone to gym to contact a parent or guardian, must turn their phone off and not use it during the session.
- The club will not be responsible for any loss or theft of mobile phones.
- **Filming and photography by the Coaches for training purposes or the website has already been agreed by the completion of the photography/filming section on the gymnast's membership form.**
- Any other filming and photography by gymnasts and parents/guardians is **strictly prohibited** for child protection and safeguarding purposes.

5. Equipment

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- Saturday Session 1 Gymnasts parents are asked to help set up as the help is valued greatly by the club. For safety reasons, no equipment should be set out until a qualified coach is present in the gym.
 - Saturday Session 2 Gymnasts parents are asked to help where possible with other tasks when we require it.
 - Care should be taken when setting out or taking down equipment.
 - Gymnasts should not erect heavy equipment like A--bars without assistance from either a coach or senior gymnast.
 - Notify a coach if you notice any equipment you might think is unsafe.

6. Drugs, Alcohol and Tobacco

- Taking of any drugs not prescribed by a doctor will be reason for immediate dismissal from the club.
- Any gymnast under the age of 16 seen smoking will be suspended.
- Gymnasts under the age of 18 should not be drinking alcohol and those over 18, for safety reasons, should not train if they have been drinking alcohol or may be still suffering from the effects of alcohol from the previous night.
- Coaches will not coach under the influence of alcohol or drugs and if they wish to smoke, they can do so in the appropriate designated area after the session has finished when all gymnasts have been dismissed.

7. Illness, Injury & Additional Needs

- Coaches must be notified of any illness or injury that a gymnast may have that could cause further harm to the gymnast, to other gymnasts or coaches in the club. A letter from the gymnast's GP or other medical authority should be obtained stating fitness to resume training after a serious injury.
- The Head Coach should be notified if the gymnast requires any additional needs to support them in the session. The club has a responsibility to the gymnast to make the sessions as fun and engaging as they can whilst it is the gymnast's parent/guardian that is responsible to inform us of anything that we need to be aware of.

8. Fees

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- To enable the club to meet its financial commitments, monthly fees are required on the **first** of each month by standing order. This will then be checked soon after. A reminder email will be sent out if the payment has been missed. At the end of the 2nd week of the month, a £5 late fee will be levied. If this has still not been resolved, your child will not take part and be asked to sit at the side. If you are having difficulties paying fees, please speak directly to the Head Coach or you may find that continued non-payment of fees leads to your child's place being offered to someone else.
 - A separate standing order must be set up for **each** gymnast using their surname as the reference.
 - Annual membership fees must be paid by September. An email will be sent out to notify the date when this is due when we receive confirmation from UK Gymnastics. Any gymnast not having paid this will be removed from training as their insurance will be invalid.

Fees are as follows:

Saturday 0920hrs – 1110hrs £30.00 per month, 1 months' notice to cancel

Saturday 1120hrs – 1300hrs £30.00 per month, 1 months' notice to cancel

(We have additional hours during the week which are used by gymnasts selected by the head coach for development, these obviously incur extra cost and may or may not apply to you in the future)

- Any changes in fees, an email will be sent out to notify all parents/guardians of the changes and when they will be implemented.

9. Emergency Evacuation

- In the event of the Fire Alarm sounding, gymnasts must stop whatever they are doing and get off the equipment.
- Assemble as directed by one of the coaches by an emergency exit and follow any directions given by the coaches. If required to exit the building, gymnasts will remain together in one group in the designated assembly point.