



# Recreational Handbook 2022

## Important Contacts

### Website

[www.bicester-gymnastics.club](http://www.bicester-gymnastics.club)

Facebook - Bicester and district gymnastics club.

Instagram - Bicestergymclub

### Club Secretary

Suzie Edmonds

[clubsecbdgc@gmail.com](mailto:clubsecbdgc@gmail.com)

### Membership Secretary

Zoe Joiner

[membershipbicestergymnastics@gmail.com](mailto:membershipbicestergymnastics@gmail.com)

### Head Coach

Caroline Shacklock

[headcoachbdgc@gmail.com](mailto:headcoachbdgc@gmail.com)

### Welfare Officer

Angela Turner

[welfare-officer@bicester-gymnastics.club](mailto:welfare-officer@bicester-gymnastics.club).

### Qualified Coaches

Glenn Gamotis L4

Caroline Shacklock L3

Amy Chapman L4

Angela Turner L2

Glyn Jones L2

Gemma Hands L1

Loz Albertella L2

Jon Childs - L1

Rosie Wilkins - L1

Anna Couzens - L1

### First aid

Caroline Shacklock

## 1. Discipline

- Each session will begin and end with gymnasts *lining up* without talking.
- Gymnasts will treat *all* coaches & 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 in the appropriate manner
- 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 attend to the club and the place will be under review. 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 have 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 an accountable adult.
- Gymnasts should register with the coach at the door when they enter and should go to 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 and will not be allowed to leave the gym until collected.
- Gymnasts must have written permission to leave the hall by themselves. Please email the Head Coach this permission.
- 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/ 4weeks notice by emailing the Club Secretary.

## 3. Proper attire

- The proper attire for gymnastics is a leotard or unitards for boys. Shorts are allowed to be worn over the top if they are tight-fitted (this is for the safety of the gymnast) until you can get a leotard / unitard, sport shorts or leggings with a tight-fitted top will be allowed. They are also permitted to wear any BDGC kit but must also purchase the club uniform to be able to compete in competitions.
- Changing rooms are available to use at the leisure centre so please refrain from changing within the gym.
- All jewellery is strictly forbidden by British Gymnastics health and Safety policy.

- Loose fitting tops, clothing with metal studs or zippers and hooded tops are not acceptable to wear.
- Clothing and outdoor shoes should be kept neat and tidy preferably in a bag. Any items removed during a session should be placed with your other belongings and not left around the gym.
- All personal belongings should be marked with the gymnast's name and the club will not be held responsible for any lost or stolen items.

#### **4. Mobile phones, Filming & Photography**

- If the gymnasts are required to bring a phone to the gym to contact a parent or guardian, it must be either turned off or placed on silent. The use of a phone without permission is strictly not allowed.
- The club will not be held 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 in the gymnast's membership form.**
- Any other filming and photography by gymnasts and parents/guardians are **strictly prohibited** for child protection and safeguarding purposes.

#### **5. Equipment**

- 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, Tobacco**

- The taking any drugs that is 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. 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 areas after the session has finished and 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 must 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 responsibility to inform us of anything that we need to be aware of.

## 8. Fees and Uniform

- 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 each month and a reminder email will be sent out if the payment has been missed. At the end of the 2<sup>nd</sup> 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, or the parent will be called to collect your child. If you are having difficulties paying fees, please speak directly to the Head Coach and we can see if we can help, you will 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 name as the reference so we can match payments to the right gymnast.
- 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 British Gymnastics. Any gymnast not having paid this will be removed from training as their insurance will be invalid.

### Fees are as follows:

Saturday 1st session: 9.15am-11.10am £30.00 per month, 1 months' notice to cancel.

Saturday 2nd session: 11.20am-13.00pm £30.00 per month, 1 months' notice to cancel.

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

Monday & Thursday evening 5:15pm – 7:50pm Invitation only (Development & Squad training) Fees will go up to between £40 - £65pcm depending when and how many hours your child trains.

### Uniform

- For normal training sessions gymnasts can wear their own tight fitted clothes with leotards or unitards (for boys) underneath.
- When the gymnasts compete in competitions, they **must wear the club uniform**. The uniform consists of a Leotard or unitard for boys (the unitards comes with shorts) Girls can wear shorts over the top of the leotard if they wish but they **must be black or navy blue only**. Lettings, jogging bottoms and t-shirts are also compulsory and are to be worn on the day of competitions. These items can be purchased from our online shop found on our Facebook & Instagram pages and soon to be on the website. **As stated by IGA rules, any gymnast not wearing their uniform will not be allowed to compete at competitions unless they are new to the club and their uniform has not yet arrived**

## 9. Emergency evacuation

- In the event of the Fire Alarm sounding, gymnasts must stop whatever they are doing and get off the equipment straight away.
- 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.