



Bicester & District Gymnastics Club

BDGC – Club Charter

Document Owner: Chairperson
Document Approver: Committee

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1. Purpose

To establish a formal structure for Bicester & District Gymnastics Club (BDGC), outlining our mission, governance, and operational guidelines. This Charter ensures alignment with our core values and membership of the Independent Gymnastics Association (IGA).

2. Scope

This Charter applies to all BDGC members, committee members, coaches, volunteers, and other affiliated individuals, providing a framework for Club activities, governance, financial management, and member welfare.

3. Mission

To provide inclusive, accessible, and safe facilities for gymnastics at all levels, fostering physical and mental well-being under the guidance of qualified coaches.

4. Membership

Membership is open to individuals who meet Club requirements and adhere to subscription payments. The Management Committee and coaches reserve the right to suspend or revoke membership as necessary. Membership eligibility begins at the age of five, creating a welcoming environment for young gymnasts.

5. Subscriptions

Subscription fees and payment schedules will be determined by the Management Committee to support the Club's operations. Fees are reviewed annually to ensure fairness and financial sustainability.

6. Governance

The Club is governed by a Management Committee consisting of the Chairperson, Treasurer, and elected committee members. The Committee, elected at the AGM, oversees Club operations, finances, and adherence to this Charter. The Committee may co-opt additional members with specific skills or expertise as required. A quorum of four members is necessary for decision-making, with the Chairperson retaining a casting vote if needed. A minimum monthly Club update meeting will be held (ad-hoc meetings in between as necessary) where the following will be discussed:

6.1. Financial Report

- Income, expenses, budget updates
- Approval of expenses, if needed

6.2. Membership Report

- New applications, cancellations, recruitment efforts

6.3. Health and Safety Update

- Incident review, equipment needs, maintenance
- Child Protection and Safeguarding
- Compliance updates, training requirements

6.4. Program Updates

- Training progress, upcoming events, equipment needs

6.5. Volunteer and Coaching Matters

- Volunteer recruitment, coach training, recognition

6.6. Marketing and Communications

- Social media, newsletters, community engagement

6.7. Fundraising and Sponsorship

- Ongoing activities, new ideas, task assignments

6.8. Club Goals and Strategic Initiatives

- Review progress, set action items

6.9. Any Other Business (AOB)

- Summarize responsibilities, confirm next meeting date

7. Finance

The Club's financial year concludes on March 31st, with an annual reconciliation of accounts.

Financial management is conducted with transparency and accountability to support the Club's mission and objectives.

8. Code of Conduct

Members, coaches, and committee members are expected to uphold the highest standards of behavior, respect, and sportsmanship. This includes respectful interactions, adherence to Club policies, and maintaining a supportive environment for all participants.

9. Health and Safety Policy

The Club is committed to providing a safe training environment. Health and safety guidelines, including first aid procedures, emergency contacts, and injury reporting protocols, are in place to protect members and staff.

10. Child Protection and Safeguarding

As a youth-oriented organization, BDGC is dedicated to safeguarding the welfare of children. The Club adheres to IGA's safeguarding standards, with procedures for reporting concerns and ensuring the safety of all young members.

11. Equality and Inclusion

BDGC welcomes individuals of all backgrounds and abilities. The Club is committed to non-discrimination and inclusion, providing support to gymnasts with disabilities or special needs wherever possible.

12. Privacy and Data Protection

The Club values the privacy of its members and complies with data protection regulations. Personal information, particularly that of minors, is managed responsibly and securely, in alignment with GDPR and other applicable laws.

13. Compliance and Disciplinary Procedures

Any breach of this Charter or Club policies may lead to disciplinary action, including suspension or termination of membership or roles within BDGC, in accordance with our disciplinary procedures.

14. Conflict Resolution and Appeals Process

Members have the right to appeal disciplinary decisions or address conflicts through a structured process. Appeals must be submitted in writing and will be reviewed by the Management Committee for fair resolution.

15. Monitoring Compliance

The Management Committee regularly monitors adherence to this Charter, integrating member feedback to support continual improvement and uphold the Club's mission and values.

16. Volunteer and Coaching Opportunities

BDGC values the contributions of volunteers and coaches. Clear guidelines define their roles, rights, and responsibilities, along with support structures for effective engagement with the Club.

17. Dissolution

In the event of the Club being wound up or dissolved, any remaining assets, after the satisfaction of all debts and liabilities, shall not be distributed among members but shall be transferred to one or more organisations with similar objectives, preferably within the gymnastics or broader sporting community, as determined by the Management Committee at the time. Such organisations must be non-profit and/or charitable in nature.

18. Review

This Charter will be reviewed annually to reflect any changes in Club operations, governance, or IGA standards.

19. Amendment and Termination

The Charter may be amended, replaced, or terminated by a majority vote at the AGM or an Extraordinary General Meeting (EGM), with appropriate notice provided to members.

Document Controls

Category	Description
Document Owner	Chairperson
Status (Draft, Published, Retired)	FINAL

History

Revision #	Change Description	Author Initials	Date
0.1	Document Conception	PK	28/10/2024
1.0	Final Release	PK	29/10/2024
2.0	Added a Dissolution clause	PK	30/06/25