

INTRODUCTORY LETTER TO PARENTS / CARERS

Dear Parent/Carer

On behalf of Bedwas Gymnastics Club we are pleased to welcome your child as a new member of the club. We aim to provide a safe, effective and child friendly environment for all members taking part in gymnastics under the supervision of appropriately qualified coaches. We welcome the comments, support and involvement of parents or carers. Please feel free to talk to any club official. The club cannot accept responsibility for gymnasts travelling to and from the club or accept any loss of personal property.

All classes are held in the gym. If you have difficulties in attending a session please leave a message on the **club phone (02921321551)**. Gymnasts must wear shorts and a t-shirt or a leotard. **No** buttons, zips, denim or loose tops are allowed. Please arrive **5 minutes before** the class starts. **No** child will be allowed in **10minutes** after the class has started. You must bring your child **to and from** sessions and collect your child on time.

Due to the long waiting list if your child does not attend for 2 consecutive weeks without telling the club their place will be given to another child on the waiting list. Please keep injured or ill children at home.

The gymnasts are organised into groups according to their age and ability. We provide a child centred, coach led programme and will try our hardest to help your child develop to the best of their ability. The Lead Coaches will be pleased to discuss the training programme and your child's needs with you. Our coaches are either UKCC qualified or Welsh Gymnastics Sport Leaders and have been screened for their suitability to work with children. Competition classes are by invitation only.

The club has adopted the British Gymnastics policies for Child Protection, Health, Safety and Welfare, Equity and Codes of Conduct. All officials, coaches, gymnasts and parents must adhere to these policies. The Codes of Conduct are also displayed for you to read. We are an inclusive club and respect the dignity and rights of all members.

Our Welfare Officers have been appointed by the club to deal with any child protection/poor practice issues. There are four club welfare officers, they are **Nerys Godfrey, Nina Amps, Melanie Sullivan and Jenni Thomas**. Please email welfare@bedwasgymnastics.co.uk if you have any concerns you wish to discuss.

There is an annual insurance fee for British Gymnastics and an annual club membership fee. Please complete the attached club registration form. You must then **go online** and complete the BG registration form (www.british-gymnastics.org). This is **essential** for your child's insurance. All fees are non-refundable and are paid in advance.

Yours in sport,
Marietje Ward (Chair)

Parent/Carer Code of Conduct

All parents are members of Bedwas Gymnastics Club through their child and are expected to read and follow the Code of Conduct.

- ✦ All members are to be affiliated to Bedwas Gymnastics Club and British Gymnastics.
- ✦ Make sure your child arrives **5 minutes before** the class starts and that you collect them on time. Always come into reception to leave and collect your child.
- ✦ Make sure your child is wearing suitable clothing for doing gymnastics. Remove all jewellery and tie long hair back. **No** buttons, zips, denim or loose tops are allowed.
- ✦ Make sure your child always brings a drink, either water or squash. No fizzy drinks.
- ✦ Membership fees, training and competition fees must be paid on time.
- ✦ Do not enter the gym unless invited in by the Lead coach or a club official.
- ✦ Siblings are not allowed on the equipment at any time-they are not insured.
- ✦ **Make sure your child understands the Gymnasts Code of Conduct. We are an inclusive club and all members are treated equally, fairly and with respect. Encourage your child to do the same.**
- ✦ Encourage your child to follow the rules, to be polite and respectful to gymnasts, coaches and club officials. Bad language is not tolerated.
- ✦ Encourage your child to listen to their coach. Do not let your child be unpleasant to or argue with a gymnast, coach or club official.
- ✦ Show appreciation to coaches, volunteers and club officials for the work they do.
- ✦ Help your child to recognise good performance, not just good results, and to learn good sportsmanship. Teach them to congratulate and encourage all gymnasts.
- ✦ Be positive and encouraging even if your child makes a mistake. Help them to enjoy their gymnastics and never force them to take part in sport.
- ✦ **Keep the club informed if your child is ill or unable to attend. Keep children who are ill or contagious at home for 48hrs after they have fully recovered.**
- ✦ Be open at all times and share any concerns or complaints about any aspect of the club with either the Welfare Officers (welfare@bedwagymnastics.co.uk) or a club official.
- ✦ **Do not use social media in any way which would cause upset or distress to any individual at Bedwas Gymnastics club or to the club itself.**

Gymnasts Code of Conduct

All members of Bedwas Gymnastics Club are expected to follow the Code of Conduct

- ✦ All gymnasts are expected to behave and listen to the coaches at all times both in the gym and at competitions.
- ✦ All gymnasts must be respectful to the coaches, officials and other gymnasts.
- ✦ Encourage and support each other. Always be kind and polite.
- ✦ Be friendly and welcoming, especially to new members.
- ✦ Be supportive and offer comfort to other gymnasts when needed. Always use kind words and actions. Bad language or behaviour and unkind words are not allowed.
- ✦ Work hard, have fun, play fairly and enjoy gymnastics.
- ✦ Be a fair winner and good loser, everyone loses sometimes.
- ✦ Stay with the coaches at the end of a session until collected by your parent or carer.
- ✦ **Wear suitable clothes, tie back long hair and do not wear jewellery in the gym.**
- ✦ Look after all equipment and **stay off** the equipment until the session starts and **only** climb on the equipment when a coach has told you can.
- ✦ Tell the coach if you are unwell or suffering from any injury.
- ✦ Tell a coach when you are leaving the gym for any reason.
- ✦ Tell someone if anyone makes you feel unhappy.
- ✦ Do not get involved in any kind of bullying
- ✦ Do not use social media in a way which would make anyone upset or very sad
- ✦ Respect the rights, dignity and worth of all gymnasts, coaches and volunteers



Equal Opportunities

Bedwas Gymnastics Club CIC is a community amateur sports club affiliated to British Gymnastics offering gymnastic classes for all ages and abilities.

The aim of the club is to provide a safe, effective and friendly environment in which the members can participate. In order to achieve this aim, we positively acknowledge the importance of recognising equality and diversity in our society, and as such we oppose all forms of unlawful and unfair discrimination.

We acknowledge and aim to uphold the principles set out in the British Gymnastics Equality Policy.

We aim to ensure that no one with any connection to our Organisation is discriminated against; this includes Members, Directors, Employees, Volunteers, Contractors, and other persons with whom we may work or serve. We will also seek to ensure that other partnership organisations uphold and share our principles.

Bedwas Gymnastics Club CIC will take such steps as are reasonable and practicable to ensure that its opportunities for employment, services and other associated activities are equally accessible to all. To that end we intend to uphold and, wherever possible, exceed the guidance provided by anti-discrimination and related legislation, in particular complying with the terms for good practice as set out in The Equality Act 2010.

The Board of Directors will take the lead in implementing our Equality and Diversity policy, and associated action plans; and will give their full support to identifying and changing practices which deny or limit fair and equal treatment.

All staff, volunteers, contractors and members associated with Bedwas Gymnastics Club CIC have a duty to comply with this policy. Any breach will be regarded as serious, and could lead to dismissal/ceasing involvement in accordance with the appropriate procedures.

A full copy of the British Gymnastics Equality Policy and Bedwas Gymnastics Club Equality and Diversity policy is freely available to all persons upon request.



REGISTRATION AND CONSENT FORM

All information on this form is necessary. Once completed, the form will be kept securely and processed in line with the General Data Protection Regulation. Only the details in **Section A** will be used for competition entries as instructed by Welsh Gymnastics. Information will not be given to any other third parties without consent. The club **must** be informed of any change of details or medical condition.

A) GYMNAST DETAILS:

Name:.....**DoB:**.....

British Gymnastics (BG) Membership Number.....

B) PARENT/CARER DETAILS:

Name of Parent/Carer:.....

Telephone (Home):.....**Mobile:**.....

Emergency Contact Number:.....

(This number will only be used in the case of serious injury and only if parents cannot be contacted first)

The club uses email to send updates and newsletters. If you are happy to receive club information please add your email address below.

Email:.....

C) VIGOROUS ACTIVITY

Your child will be involved in vigorous athletic activity and the possibility of injury does exist. To make gymnastics as safe as it can be and to lower the possibility of serious injury, it is **vital** that the gymnasts follow the coach's instructions and gymnasts code of conduct. By signing this form, you are agreeing that your child is in good health, is physically able to take part and that you agree to follow our Codes of Conduct. You **must** advise the club of any change.

I have read the above and understand the risk of gymnastics activity and agree to follow the British Gymnastics rules and Bedwas GC Codes of Conduct for Parents/Carers and Gymnasts.

Parent/Carer (Name):..... **Signed**.....**Date**.....

D) MEDICAL CONSENT

I authorise the coaching staff of Bedwas GC to seek treatment for any injury incurred. (*Non-emergency treatments might include the use of plasters, antiseptic wipes or cold packs*). In the event that I cannot be reached, I hereby authorise the doctor and/or hospital to perform any necessary emergency treatment.

Parent/Carer (Name):..... **Signed**.....**Date**.....



If you do not give permission for medical treatment, please state below what procedures should be followed:

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E) EQUALITY

I have read, understood and agree to follow Bedwas GC Equality Policy Statement.

Parent/Carer (Name):..... **Signed**.....**Date**.....

F) MEDICAL INFORMATION/LEARNING NEEDS

So that we can assess and manage your child’s needs whilst a member of Bedwas GC we are asking you to tell us about relevant health conditions. We need to collect and store this information to meet our legal and regulatory obligations. Where necessary this information will be shared with coaching staff, welfare officers and rarely, medical professionals in the event of an accident which requires treatment. This information will only be held securely on site whilst your child is a member. You can withdraw your consent at any time, at which point the information will be destroyed. By completing and signing this form you are providing your **explicit** consent for us to record and store relevant sensitive information as described.

Any additional learning needs.....

.....
Any medical conditions/allergies.....

.....
Parent/Carer (Name):..... **Signed**.....**Date**.....

G) PHOTOGRAPHS / VIDEO RECORDINGS FOR TRAINING PURPOSES

I give consent to Bedwas GC to use photographic/video recordings as a training aid in accordance with British Gymnastics, Bedwas GC and any relevant child protection guidelines. You **must** advise the club if you change your mind.

Parent/Carer (Name):..... **Signed**.....**Date**.....

H) PHOTOGRAPHS / VIDEO RECORDINGS FOR MARKETING PURPOSES

I give consent to the club using photographs/video recordings on the club website and social media in accordance with British Gymnastics, Bedwas GC and any relevant child protection guidelines. You **must** advise the club if you change your mind.

Parent/Carer (Name):..... **Signed**.....**Date**.....

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CLUB USE ONLY

Lead Coach: Signed:..... **Date:**.....



Dear Parent/Guardian

In February 2016 Bedwas Gymnastics Club moved into its own facility. This has meant that more children can have access to gymnastics. We are grateful to the dedicated and enthusiastic individuals who have already volunteered to fulfil some of the roles needed to help with the smooth running of the club. However, we are always looking for people who are willing to become volunteers and be part of the Bedwas Gymnastics Club Volunteer Workforce. Volunteers are at the heart of our club and we need more volunteers who will help to develop the club.

If you are interested in being part of Bedwas Gymnastics Club and have any spare time that you can give then your help would be greatly appreciated. We need volunteers who can help with coaching (training will be provided) taking class registers, maintenance, or supporting club fundraising events.

Please would you fill in the slip below and give it to reception. You all have a skill which would be useful to the running of the club. You will only be contacted if you tick the YES box.

Many thanks in advance.

BGC

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NAME.....

Skill (e.g. Finance/admin/HR/building trade)

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Yes I am willing to help

I would like more information

Contact Details.....