

Payment can be made online, debit/credit card or cash. Payment receipts are sent via email.

HOLIDAY COURSES

During all school holidays we run courses both for gymnastics and trampolining every weekday morning. All holiday classes must be booked and paid for in advance.

PUNCTUALITY

Being on time is essential, the warm up is important to avoid injury.

CLASS STRUCTURE

All classes start with a general warm up, children are then split into ability groups to work on all pieces of apparatus. The children all work for the *Tolworth Gym Club Colours Award Scheme*. Badge testing takes place during the term. Children are encouraged to work at their own pace.

CLOTHING

The Club expects all gymnasts to be dressed appropriately for training:

Boys/Girls: No jewellery
Hair neatly tied up
Leotard/T-shirt
Shorts/leggings
Socks (for trampolining only)

The following are available to purchase from the Club:

Club leotards
Club T-shirts
Tracksuits and training tops
Girls leggings

COMPETITIONS

During the year, the children all have the opportunity to take part in various competitions.

COMMUNICATION

We are keen to maximise coaching time with gymnasts but recognise that, from time to time, parents need to discuss an issue with a coach. A short discussion before training with a coach or member of staff is appropriate or for a lengthier discussion a mutually convenient appointment should be made.

PARENTS RESPONSIBILITIES

Parents are responsible for their children outside the gym sessions.

To ensure children's safety they are not allowed to leave the building at the end of their session unless accompanied by a parent/guardian. We must be notified of any child who will be leaving unaccompanied.

Children must wear suitable clothing in which to do gymnastics. They **must not** wear baggy trousers, hooded jumpers or crop tops etc. Hair to be tied back at all times. **No jewellery, including body piercing, to be worn.**

Parents must complete the British Gymnastics membership (via the BG website) before their child attends their first session.

ADVICE TO PARENTS

- Provide your child with encouragement, support, empathy, transportation etc. Coaching decisions are always made with the individual's capability, subsequent performance, and **safety** in mind. We, as coaches, want your child to do well and will make decisions regarding your child's routines based on these facts.
- The gym is a very busy place and in order to maintain a **safe** training environment parents are not allowed inside the gym without permission. There is a viewing gallery for parents.

ADVICE TO GYMNASTS

- Wait outside the gym until your session starts.
- Please bring a bottle of water drink with you, no other drink is allowed.
- Only use apparatus when a coach is with you.
- Do not run around the gym.
- Do not play around – listen to your coach.
- Above all – be safe, have fun and always act responsibly.

CAR PARK SAFETY

For you and your child's safety **please, please** drive very slowly (5 mph) into and around our car park. Please park sensibly. Please escort your child and do not allow them to run across the car park. We also have use of the Tolworth Girls School car park (opposite the school entrance) after 16.00 on weekdays, all weekend and during school holidays.

**Unless you are eligible, please do not park in the Disabled bay.
Please do not park in front of the emergency access AT ANY TIME.**

CODE OF CONDUCT

This code of conduct forms the basis of our partnership with you, to work together and support each other through mutual respect and trust.

TGC Coaches and staff

- Always consider the wellbeing and safety of gymnasts before sessions.
- Ensure all activities are age, ability and experience appropriate for gymnasts.
- Display high personal standards, moderate and responsible behaviour and a favourable image that is befitting to their role in the sport at all times.
- Dress appropriately with safety considerations in mind and within the accepted traditions of the sport.
- Tolworth Gymnastics Club coaches and staff must not abuse or misuse any relationship of trust or position of power or influence.
- Follow the clubs' procedures and policies for reporting accidents and incidents.
- Follow the clubs' social media policy.

Parents/Guardians

- Encourage your child to learn the rules and participate within them.
- Help your child to recognise good performance, not just results, and encourage good sportsmanship.
- Always ensure your child is appropriately dressed for the activity.
- Keep the club informed if your child is ill or unable to attend sessions.
- Endeavour to establish good communications with the club, coaches and officials for the benefit of all.
- Share any concerns or complaints about any aspect of the club through the approved channels.
- Always collect your child promptly at the end of a session.
- Pay fees on time.
- To give the Club on one term's notice **in writing** with fees if your child is leaving.

Gymnasts

- All gymnasts must participate within the rules and respect coaches and their decisions.
- Respect fellow club members.
- Keep to agreed session times and inform your coach if you are going to be late or absent.
- Wear suitable clothing for training, keep long hair tied back and remove all body jewellery.
- Treat all equipment with respect.
- Inform your coach of any injuries, illness you may have before warm-up begins.
- Do not use bad language.
- Do not eat or chew gum.
- Remain with your coach at the end of a session until you are collected by a parent or guardian.

REPORTING ACCIDENTS POLICY

Tolworth Gymnastics Club follows the guidelines of the British Gymnastics Health and Safety Management System and records all accidents where first aid has been provided however minor, including administering plasters or an ice pack.

- Accidents will be dealt with by a trained first aider.
- All accidents must be recorded on Club Genie, and the members parent or guardian informed.
- Accidents reported will be reviewed regularly by the club's management.
- Accident books/reports are kept for a minimum of three years (or three years after the injured person reaches 18 if they are a child).

Accidents will be reported to RIDDOR if the condition of the premises or sports equipment was a factor in the incident.

REPORTING INCIDENTS POLICY

Tolworth Gymnastics Club records details on all incidents which occur on its premises or involve its members or staff. It is Tolworth Gymnastics club policy to investigate all accidents and incidents however minor so that appropriate action can be taken to prevent recurrence.

- All incidents must be recorded on Club Genie and the members parent or guardian informed.
- Incident reports will be reviewed by the club's management so that appropriate action can be taken to prevent recurrence.
- Incident reports, supporting CCTV footage, photographs and statements are kept for a minimum of three years.

Incidents will be reported to RIDDOR if the condition of the premises or sports equipment was a factor in the incident.

SOCIAL MEDIA POLICY

Tolworth Gymnastics Club is committed to the online safety of its members, coaches, and staff.

- Tolworth Gymnastics Club coaches and staff must not abuse or misuse any relationship of trust or position of power or influence.
- TGC coaches and staff must not be in contact with any young people through any social media sites whether the young person is a member of the club or any other club.
 - A young person/child relates to anyone under the age of 18.
- TGC coaches and staff must decline friend/follow requests from current gymnast members, parents of current gymnast members or ex-members under the age of 18.
- TGC coaches and staff should not post pictures, videos, or comments about current or past club gymnasts on personal social media accounts.
- Only authorised employees can use the club's social media account.
- Inappropriate use of social media may result in disciplinary action which could result in summary dismissal.

This policy will be reviewed and revised annually by the Management Team.

Tolworth Gymnastics Club follows the Social Networking Guidelines published by British Gymnastics V2.0