

UTOPIA GYMNASTICS

MEMBERS HANDBOOK

VERSION 2.4.18



UTOPIA INTRODUCTION

Gymnastics

A massive thank you and a huge welcome to Utopia Gymnastics (UG).

Our ambition is to build a great reputation for developing Regional, National and International gymnasts from a Yorkshire grass roots community background.

UG was founded in June 2018 by the Owner/Head Coach, Kirstie Chew. As a privately funded organisation, UG fees are set realistically and fairly to meet our operating and development costs. We intend to offer local children and young people the opportunity to experience gymnastics and develop their individual talent.

We want participants to enjoy their time with us and take advantage of the opportunities we provide to reach their personal gymnastic ambitions. We offer a range of coaching levels and all our gymnasts will progress under BG coaching guidelines whilst learning physical dexterity, social and communication skills, self-respect and consideration for others.

The safety and wellbeing of your child is our prime concern. All officials, coaches and volunteers are checked with the Disclosure and Barring Service (DBS). All UG coaches are BG qualified. Our Welfare Officer has undergone the appropriate BG defined child safeguarding training and is a qualified community paediatric nurse. Our coaches and welfare officer are first aid trained.

UG Welfare Officer is Olivia (Liv) Hargreaves Tel: 07788292178 email welfare@utopiagymnastics.co.uk

Please refer concerns about any aspect of UG to the Welfare Officer or the Gym Manager: Kirstie Whittingham Tel: 01484 717428 e-mail <mailto:info@utopiagymnastics.co.uk>

UG aim to produce gymnasts that ultimately compete at the highest level and operates in a professional manner. We want to promote a family oriented atmosphere and encourage you to speak to any of our coaches or officials about any concerns you may have. As with any organisation there are rules and guidelines to follow for coaches, officials, volunteers, gymnasts and parents/guardians/carers. Please go through them with your child.

UG OBJECTIVES AND RESPONSIBILITIES

UG is non-political and non-religious. UG is open to all children in the local community who are interested in gymnastics. Gymnast numbers may be limited on a non-discriminatory basis to meet health and safety obligations. UG aims to give participants a happy, safe and fulfilling experience. We will help individuals achieve their potential by raising their self-esteem, giving positive feedback and ensuring all our sessions are structured and fun. We want all our participants to work as a team, especially our squads, and do not tolerate overly competitive individual behaviour as every child learns at a different pace and all participants have varying skills. UG will:

- Ensure grievances or complaints are dealt with promptly and fairly.
- Ensure participants, parents/guardians/carers understand the purpose of videoing, filming or photography during training or events.
- Have zero tolerance of discrimination, poor practice, bullying or any form of abuse.
- Ensure that staff are trained in Child Protection, Health, Safety and Welfare issues.



- Ensure that coaches, officials and volunteers have been screened to confirm their suitability to work with children. Where appropriate, this includes DBS checks.
- Ensure that best coaching practice guidelines are followed at all times.
- Safeguard and promote all participants' wellbeing.
- Respect the rights, dignity and worth of everyone.
- Hold records and qualifications of all employees and ensure they are updated.

DISCIPLINE

Disruptive or threatening behaviour of any kind (including bullying) will not be tolerated. UG operates a strict 'three strikes' policy.

1. Any participant, parent, guardian or carer failing to meet UG behaviour standards will receive a verbal warning.
2. If the behaviour continues a written warning will be issued.
3. If the warnings have no effect, the individual(s) may be suspended or expelled.

PARTICIPANTS CODE OF CONDUCT

UG believes everyone should show respect and understanding for the safety and welfare of others. Participants should behave as follows:

- Respect coaches, judges and their decisions.
- Respect opponents and fellow participants.
- Arrive in time for training and competitions.
- Follow procedures for registration in the gym and at the end of the session
- Keep any food or drink in the changing rooms.
- Keep your belongings in the changing rooms. Only drink bottles and gym bags should be with you in the gym.
- Wait outside the building if you arrive before any of the coaches.
- Wear relevant clothing for training and events in line with the UG dress code. i.e. Leotard (and shorts). No jewellery (BG rule). Long hair tied back. No loose clothing.
- Remove all shoes and socks before entering the gym.
- Mobile phones to be left in the changing rooms.
- UG takes no responsibility for lost, stolen or damaged property.
- Treat all equipment with respect.
- Inform your coach of any injuries or illness before the warm-up begins.
- If you are aged 8 or over, tell your coach if you wish to go to the toilet. Younger children will be accompanied and brought back to the gym.
- At the end of the session parents/carers should wait upstairs for your child to return to you.
- Do not enter the gym until your coach tells you to do so.
- Do not run in the gym unless told to do so.
- Do not use other participants' equipment without their permission.
- Do not fight, squabble or argue with other participants.
- Do not swear or use bad language whilst training or representing UG.
- Do not ask to become a named friend on a coach's social networking page.
- Do not chew gum during training or competition sessions.
- Do not smoke, vape, drink alcohol or take drugs of any kind whilst training or representing UG at competitions or other events.



PARENTS/GUARDIANS/CARERS CODE OF CONDUCT

- Explain the participant code of conduct to your child.
- If your child is under 6 years old, please stay on site for the session.
- Make sure your child follows the Dress Code i.e. Leotard (and shorts). No jewellery (BG rule). Long hair sufficiently tied back. No loose clothing.
- Newly pierced ears can be covered with tape for the first 6 weeks. Following on from this you must remove all earrings.
- Discourage conflict with officials and accept their judgements.
- Help your child to recognise good performance, not just results.
- Ensure your child is a BG member. The fee is due annually in September and is collected by BG. Failure to do so will mean your child cannot train.
- Always recognise good sportsmanship and applaud good performances of all.
- LEAVING? Give at least 4 weeks' notice before the intended leaving date.
- Ensure your child is fit to take part, is appropriately dressed for the activity and has something to drink.
- Inform UG if your child is unable to attend, especially in bad weather.
- Build good relationships with UG coaches and officials. If you can help in any way this would be greatly appreciated. Some parents qualify as coaches and judges.
- Refer any concerns about any aspect of UG to the Welfare Officer or owner.
- Use polite language at all times. Never use threatening or intimidating behaviour towards anyone associated with UG.
- Never punish or scold a child for poor performance or mistakes. Positive motivation and encouragement is best.
- Accompany your child into the building. Collect your child promptly at the session end from the café where they will return to you.
- If you are late, please inform the coach or ring reception who will keep the child in the gym until you arrive.
- No child should leave unaccompanied, unless previously authorised.
- In order to safeguard our participants we are obliged to contact Social Services if your child is either collected irregularly or more than 20 minutes late.
- Parents, family and friends are encouraged to attend competitions, especially if your child is taking part.
- If your child gets a minor injury you will be told when you collect them. If it is a serious injury UG will try to contact you immediately.
- Support your child's involvement and help them to enjoy their sport.
- UG is not responsible for loss of any money brought into the premises or for the safety of mobile phones or valuables.
- Please watch your child from the viewing area.
- If you have other children with you, please ensure that they do not climb or stand on the furniture or enter the gym.
- Please put all rubbish in the bins provided.
- Coaches cannot speak with parents during sessions.
- Do not enter the gym during a session. If you need to get a message to your child ask a staff member and they will ensure that your child is advised.
- Notify any changes in contact details to UG as soon as possible.
- For health and safety reasons parents are not allowed in training or competition areas. During a session parents may wait in the café.
- UG has zero tolerance of performance enhancing or recreational drugs.



- No animals, (except guide/hearing dogs) are allowed in the building.
- The building, gym and its car park are no smoking/vaping zones to set the right example to our participants. If you wish to smoke/vape please do so at an appropriate distance.
- Any person wilfully or negligently damaging UG property may be asked to meet the cost of repair or replacement and/or face potential legal action.

COACHES/OFFICIALS/VOLUNTEERS CODE OF CONDUCT

Good conduct and practise is summarised below. All UG Coaches, Officials and Volunteers must:-

- Consider the health and safety of participants before the development of performance.
- Develop appropriate working relationships with participants based on mutual trust and respect.
- Hold appropriate, valid qualifications, DBS accreditation and insurance cover.
- Ensure all activities are appropriate to the age, ability and experience of participants and ensure they are suitably prepared physically and mentally when learning new skills.
- Display high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved with UG activities.
- Obtain prior agreement from the parent/guardian/carer before transporting a participant anywhere (training/competitions).
- Never exert undue influence over performers for personal benefit or reward.
- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the BG Child Protection procedures.
- Never condone rule violations or use of prohibited/performance enhancing substances.
- Make sure that confidential information is not divulged unless with the express approval of an individual's parent/guardian/carer.
- Encourage performers to value their performances and not just results.
- Act as an ambassador to promote UG at all times.
- Not smoke, vape, drink alcohol or take drugs of any kind whilst training or representing UG at competitions or other events.
- Never allow gymnasts to stay overnight at your home.
- Report any incidents, referrals or disclosures immediately, following appropriate guidelines. N.B. All issues must be dealt with appropriate sensitivity and confidentiality.
- Promote the positive aspects of the sport (e.g. fair play and sportsmanship).
- Communicate with participants through their parent/guardian/carer, rather than by texting or social media.
- Never add participants to social networking sites e.g. Facebook, Instagram, Twitter etc.
- Arrive at least 15 minutes before a session to allow enough time to set up and prepare.
- Ensure participants' mobile phones are stored away from the performance area. In an emergency coaches will use their own personal phones or another staff member's.
- Remove all jewellery while carrying out any gymnast supporting role.
- Never undermine or contradict another coach, or their coaching techniques, in front of participants. Discuss any issues with the Owner directly.
- Observe all Club and Training Rules laid down by BG and UG.



UTOPIA

Gymnastics

COACH TO GYMNAST RATIO

To maintain a safe and effective coaching/teaching situation, BG recommends the following ratio of gymnasts to 1 Coach.

- Pre-School classes. 8 gymnasts to 1 coach.
- General / recreation classes. 15 gymnasts to 1 coach. However when groups are warming up, cooling down or working on low risk activities on a floor area, the ratio may be increased within the bounds of safety.
- For other gymnastics activity the ratio of gymnasts to coach will vary according to the activity, the experience and ability of the gymnast and coach and the type of facility. When working with gymnasts with disabilities, a competent assessment of the individual risk must be made to determine the ratio of gymnast to coach. This may range from 2 to 1 through to 8 to 1.
- There should always be at least 3 responsible persons in the gym, one of whom must be an appropriately qualified coach.

CHILD PROTECTION POLICY

UG has adopted the BG Child Protection policy.

HEALTH, SAFETY AND WELFARE POLICY

UG has adopted the BG Health, Safety and Welfare policy.

ANTI BULLYING

There are different types of bullying, but examples are:

- Hitting, kicking, taking or hiding belongings including money.
- On-line and verbal insults, teasing, insulting, writing unkind notes.
- Being unfriendly, excluding, tormenting, spreading rumours, social media abuse.

Bullying is anti-social behaviour which has zero tolerance at UG. It undermines confidence, self-esteem and happiness and can lead to lack of concentration, depression and perhaps the victim leaving UG.

Report bullying concerns to our Welfare Officer or the owner. They will be dealt with immediately and in confidence. UG will listen to 'both sides' and record information to report to parents/guardians/carers of those involved. We will involve all parties in deciding the outcome and any action needed to change the behaviour. If bullying continues after warnings and sanctions, the individual(s) will be asked to leave UG.

SOCIAL MEDIA GUIDELINES

Social media is everywhere nowadays but has associated risks. UG wishes to ensure its use is proactive and positive. UG takes the misuse of social media networks seriously. Anyone found misusing social media will be dealt with appropriately. In order to prevent misuse please take note of the following guidelines set by sporting governing bodies:

1. Be yourself, but remember everyone can see you.

Utopia Gymnastics

Director & Head Coach Kirstie Chew

Company Number 11290673 Vat Registration Number 295 6522 67 BG Club Number 30534

Member Handbook



UTOPIA
Gymnastics

2. Share your experiences and achievements but be responsible and honest.
3. Do not talk negatively about other competitors, coaches, clubs, countries or teams.
4. Do not forget who may be reading your profile, posts and comments.
5. Do not use derogatory or bad language.
6. Do not disclose personal information; only make friends with people you know.
7. Do not link, view or add inappropriate content.
8. Remember pictures may be seen by everyone.
9. Think before you post, it is almost impossible to delete posts completely from the internet!
10. Finally report anything that concerns you.
11. No photos may be taken in the gym by parents/guardians/carers, unless at organised events with BG permission.

GRIEVANCES

If a grievance arises please request a discussion with the coach responsible for the session, or the owner, with the welfare officer in attendance. No grievance discussion should be held without at least 2 UG officials present.

ENROLMENT

Enrolment is completed through our partner PaySubsOnline. We hold all information electronically.

FEE STRUCTURE

Fees are collected monthly in advance. If joining half way through the month your first payment will be on a pro-rata basis.

An annual £50 club membership is due for any gymnast over 5. If this is not paid when you sign up it will be debited in the month of their 5th birthday. This is non-refundable.

PAYMENT PROCEDURE

Training fees are paid on or just after 1st of each month by Direct Debit which is set up on registering with UG. If fees are not collected at this time a £10.00 late fee will be applied to all outstanding fees after this date. Persistence in paying fees late will result in your child's membership being revoked and losing their place.

All payments are through GoCardless and this will be the description on your bank statement.

No payment = no training or participation until payment is made.

Competition fees are generally required 4 weeks before a competition unless otherwise advised.

GETTING HERE/PARKING

We provide 10 spaces + 1 disabled space. We are located in an ideal location for all public transport networks with the train station opposite and the bus stops at the end of the road. We are also 5 minute walk from the local bus station.



UTOPIA
Gymnastics

Parking spaces are allocated on a first come first served basis. We encourage members to arrive 10 minutes before their class.

If you are staying on UG premises for your child's session, please be courteous in the car park to avoid bumps and dangerous situations arising.

UG accepts no responsibility for any cars in the car park.

INCLEMENT WEATHER

UG recognises the fact that inclement weather and other emergencies can affect the company's ability to open for business and the members' ability to get to the club. The safety of our members is paramount.

Fortunately, emergencies and inclement weather days are infrequent, but these are the guidelines for when they occur.

When an emergency occurs, the session may stop or in rare occurrences UG may close

You will be advised whether UG is open for business as soon as is possible in the circumstances – if you hear nothing before your child's class time then please assume business as usual.

If the business is open then fees will not be refunded, however, in the unlikely event of UG closure then we will offer an alternative session for you to attend.

CLUB CLOSURES

As a business we reserve the right to cancel up to 8% of sessions per annum without amending any direct debit payments.

Scheduled Closures for 2018/2019 are:

2018

Christmas Eve – All classes 15:00 – 16:30.

Christmas Day – Closed

Boxing Day – Closed

New Year's Eve – All classes 15:00 – 16:30

2019

New Year's Day – Closed