

CODE OF CONDUCT **For Gymnasts**

As a member of Testwood Gymnastics Club you are expected to abide by the following club rules:

- All gymnasts must participate within the rules and respect coaches, judges and their decisions
- All gymnasts must respect opponents and fellow club members, and not use bad language under any circumstances
- Gymnasts should keep to agreed timings for training and competitions or inform their coach if they are going to be late or absent
- Gymnasts are expected to arrive not less than ten minutes before the start of the training session and help to put out the training apparatus, and to help with storage of equipment at session close
- Gymnasts must not smoke, consume alcohol or take drugs of any kind whilst representing the club at competitions or other events
- Gymnasts should not eat or chew gum whilst they are performing either at training or at competitions, or when putting out or putting away equipment
- Gymnasts must wear suitable clothing for training and events
- Hair should be either short or tied back in a tight pony tail, plait or bun, any loose hair will need to be clipped back in the interests of safety
- No jewellery of any sort should be worn in the gymnasium
- Gymnasts will remain with the coaches until collected by parent/guardian etc.
- Gymnasts should treat all equipment with respect
- Gymnasts must inform the head coach of any injuries or illness they may have before the warm-up begins
- Gymnasts shall ensure that all safety rules are observed at all times

CODE OF CONDUCT **For Club Coaches, Officials and Volunteers**

The essence of good ethical conduct and practice is summarised below:

Coaches :

- shall ensure safe practice at all times
- are expected to arrive not less than 5 minutes before the start of training sessions
- will always wear suitable clothing (tracksuit, sweatshirt etc) for coaching
- will, in the interests of safety, not wear jewellery of any sort whilst coaching
- will always try to establish a safe, positive and welcoming atmosphere where clear instructions and appropriate feedback enable each gymnast to work with confidence and feel safe to make honest mistakes
- will make sure activities are appropriate to the age, ability and experience of those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills
- will display consistently high standards of behaviour and appearance, and not use inappropriate language at any time whilst involved with club activities
- will never consume alcohol immediately before or during training or events
- will never exert undue influence over performers to obtain personal benefit or reward
- will attend appropriate courses to consolidate and extend personal skill and knowledge, and ensure that they hold valid coaching qualifications and insurance
- should be available to speak to parents about any concerns they may have, after training sessions
- will always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the BG Child Protection procedures
- will never condone rule violations or use of prohibited substances
- will make sure that confidential information is not divulged unless with the express consent of the individual concerned
- will promote the positive aspects of the sport (e.g. fair play)
- will encourage performers to value their performances and not just results

CHILD PROTECTION POLICY

The club is committed to ensuring that those working with children and vulnerable adults adopt best practice to ensure the health, safety and welfare of the participants and staff.

The club will endeavour to promote the highest standards of care for all members, staff and officials by:

- the adoption of the BG Health, Safety and Welfare guidelines.
- the adoption of the BG guidelines for the Protection of Children and Vulnerable adults.
- the appointment of a Welfare Officer (Child Protection Officer) to whom grievances or complaints can be made confidentially.
- ensuring that staff are suitably trained in Child Protection and Health, Safety and Welfare issues.
- ensuring that coaches and officials have been screened to confirm their suitability to work with children. Where appropriate, this will include Criminal Record Bureau disclosure.
- ensuring that best coaching practice guidelines are followed at all times.
- ensuring that grievances or complaints are dealt with promptly and in accordance with the grievance procedures.
- ensuring that a minimum of two responsible adults are present at all training sessions or events.
- ensuring that the participants and/or parents are aware of the purpose of videoing, filming or photography during training or events.
- having a zero tolerance level on poor practice, bullying or any potential form of abuse.

CODE OF CONDUCT For Parents / Guardians

Encourage your child to learn the rules and participate within them.

- Whilst it is recognised that this will not always be possible, parents/guardians should always try to ensure gymnasts are punctual, correctly attired with appropriate hairstyle and have sufficient drink
- Please inform Testwood Gymnastics Club of any known dates when the gymnast will not be available for training due to holidays, school trips etc
- Please try to ensure all fees are paid on time
- Remember that good sportsmanship recognises that it is important to support judges / officials decisions
- Avoid criticising your child or other gymnasts for poor performance or mistakes
- Support your child's involvement and encourage them to enjoy the sport and ensure that you do not force your child to take part
- Help your child to recognise good performance, not just results
- Set a good example by recognising good sportsmanship and applauding the good performances of all
- Ensure that correct and proper language is used at all times when in the club or during any club activities
- Inform Testwood Gymnastics Club if your child is ill or unable to attend sessions
- Ensure that you establish good communications with the club, coaches and officials and 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 and let the coaches know if you are going to be unavoidably delayed.

Photography / Videoing

The club has a moral obligation to protect the gymnasts from inappropriate use of photographic images.

A photograph or image (website) of a child will not be published without consent. Personal information of the individual, other than their name, will not accompany the image.

We do however take photographs and videos of any competition and gala and if you wish as a parent to have a copy of this event please speak to the coaches.

There are some occasions when it is appropriate for us to video training sessions in order to improve the gymnast's awareness of how they can improve their technique. This footage will not be available for general use.

Committee

The Committee is to assist in the smooth and efficient running of the day to day activities of the Gym Club. At present, the Committee consists of the following officials - Chairman, Vice-Chairman, Secretary, Treasurer, Health and Safety Officer, Welfare Officer and Head Coach.

We hold committee meetings at various venues throughout the year. Please advise any member of the committee if you have any topics that you would like discussed at the next meeting.

Volunteers

Clubs such as ours only thrive with the help of many other people. We are fortunate to have a number of volunteers who help assist in the smooth running of the club.

There is always room for more!

We are always looking for new ideas - perhaps yours may be the ones we need.

Discipline / Concerns

The club has to ensure that discipline is maintained throughout all sessions and competitions for safety reasons and so that everyone enjoys their time.

Should you feel that you have concerns please feel free to speak to one of the coaches, welfare officer or any of the officials so that we may deal with it before it becomes a major issue.

HEALTH AND SAFETY POLICY STATEMENT

Testwood Gymnastics Club recognises the duties it has under health and safety acts regulations to ensure the safety, health and well being of gymnasts, coaches and helpers when they are involved in club business.

In particular it recognises its responsibilities to: -

- Provide a safe and healthy training and competition environment for gymnasts and coaches through assessing the risks associated with participation and controlling them to ensure they are minimised.
- Ensure that adequate arrangements are in place in the event of accident, fire, or other incident.
- Ensure that coaches and helpers have the appropriate gymnastic coaching training.
- Keep the arrangements under review and introducing additional measures considered necessary and are reasonably practicable in relation to the operation of the club business.

EQUITY POLICY

Testwood Gymnastics Club is committed to exemplary standards of conduct through the principles of equity and good moral and ethical frameworks.

The club will encourage individuals from all communities to become involved at all levels of participation, coaching, officiating and management.

The club will ensure that all members and staff adhere to the following equity principles.

- All persons must respect the rights, dignity and worth of every human being.
- All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability.
- Equity must permeate throughout strategic and development plans.
- An equal professional service will be provided for all participants and discrimination through race, gender or disability will not be tolerated.
- Sexual and racial harassment and discrimination will be prohibited.

TESTWOOD GYMNASTICS CLUB
GUIDELINES FOR DEALING WITH AN ACCIDENT

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying
- Alert the first aider who should take appropriate action for minor injuries
- In the event of an injury requiring specialist treatment, call the emergency services
- Do not move someone with suspected major injuries. Wait for the emergency medics
- Deal with the rest of the group and ensure that they are adequately supervised
- Contact the injured person's parent / guardian
- Complete an incident / accident report form
- Ensure that you inform the welfare officer if necessary

Junior training session

The Junior session is the normal entry point for gymnasts into the club. The gymnastics programme includes 'badge' work, trampette, vault, basic body preparation, individual moves and some partner work.

Whilst a lot of the emphasis is on fun, the children also learn the essential skills of co-ordination, self-discipline and hard work.

Those gymnasts who show the ability and attitude that is looked for in a squad gymnast are given the opportunity to extend their training hours with a view to becoming part of the competition squad.

Senior Squad

The competition squad is for those gymnasts who take part in Acrobatic competitions at Regional and National level.

There are a maximum of 40 places in the squad, with ages ranging from 7 to 21 years.

We pride ourselves on our positive training atmosphere, which enables the children to progress in and enjoy the sport.

Annual Gala

Each year, in early July we intend to hold our own Gala performance to show both the creativity of the gymnasts in mass routines and their skills with pairs and trio performances. This is a special event for all gymnasts to celebrate their achievements and progression over the year. It is time for them to have fun as well as show the high standards that they have achieved in the sport. It is organised by the gymnasts for the gymnasts, family and friends. Every gymnast is given the opportunity to take part.

Web site

Please visit our website at www.testwoodgymnastics.co.uk to find out more about the club. This site is regularly updated and is worth looking at for all your information.

Information for parents

Parents / Guardians are welcome to stay during a training session and watch. If however you feel that you would like to take a more active role then please speak to the coaches or officials to see how you can help. We are always looking for more volunteers to help with the youngsters under a coach's guidance. If you are keen to help in any way the club will assist you. If you wish to attain your coaching / judging qualifications we will help you with this. You do not have to commit yourself to attending every session.

Fees

We believe that our fee structure offers outstanding value for money. Fees for Junior gymnasts are £50 per term. Fees for competition squad gymnasts are £60 per term. (A £10 reduction is made for second and subsequent children). It would be appreciated if fees were paid as soon as possible in each term and certainly before half term. Please speak to us if you have a problem with paying - we can only help if we know.

These fees cover training sessions and fast track access to a qualified sports physiotherapist.

In addition all gymnasts are required to be insured with, and be a member of, British Gymnastics. This is currently (October 2011) £15.00 per year for non-competitive gymnasts and £40.00 for competitive gymnasts.

Club Competition Kit (with guide prices as at Sept 2011)

Tracksuits (girls and boys) * (*but only £20 until our sponsorship fund is used up)

£45 - for sizes 5-6, 7-8, 9-10, 11-12 **£55** - for S, M, L, XL

Competition leotard (girls) - sleeveless

£28 - for sizes 26, 28, 30, 32 **£35** - for sizes 34, 36, 38

Competition leotard (girls) - sleeved

£38 - for sizes 26, 28, 30, 32 **£45** - for sizes 34, 36, 38

Competition leotard (boys)

£25 - for sizes 26, 28, 30, 32 **£30** - for sizes 34, 36, 38

Training Items also available

Sweatshirts

£11.50 - for sizes 5-6, 7-8, 9-10, 11-12 **£16** - for XS, S, M, L, XL

Velour shorts

£12 - for sizes 5-6, 7-8, 9-10, 11-12 **£16** - for XS, S, M, L, XL

As a guide for Junior training session we recommend either a leotard or T-shirt and shorts.

WHAT TO DO IF THE EMERGENCY BELL RINGS

- Safely finish any move you may be doing, then.....
- STOP
- Stand still and look at your coach
- Your coach will instruct you to line up as quietly as possible
- Your coach will then lead you to safety
- Do NOT stop to collect anything
- Stay with your coach until you are told it is safe to go back into the gym
- Your coach will tell you when it is safe to go back into the gym
- Your coach will tell you why the bell went off when everybody is back in the gym
- You can help by being as calm and quiet and sensible as possible

EMERGENCY PROCEDURES

Checklist & Contacts at Testwood Sports College

Nearest Telephone

COACHES MOBILE / CARETAKER'S OFFICE

Nearest First Aid Provision

COACHES FIRST AID BAG BESIDE FLOOR AREA

Name of First Aider

LINDA BARDEN

Name and Contact Number of Club Welfare Officer

APRIL PEMBERTON-TEER: 023 8087 1025

Location of Nearest Fire Exits

THROUGH BLUE DOORS TO PLAYGROUND

Location of Assembly Point in the Event of Fire or Bomb Threat

SCHOOL PLAYGROUND

Who's Who

Officials

Chairman - *Andrew Wyatt* 023 8086 4883
07563 510355

Vice-Chairman - *Ian Wilcox*

Secretary - *Donna Barden*

Treasurer - *Linda Barden*

Health and Safety Officer - *Phil Wood*

Welfare Officer - *Rebecca Bremner* 023 9234 1771

Coaches:

Senior Club Coaches

Paul Barden

Linda Barden

Club Coach

Donna Barden

Assistant Coaches

April Pemberton-Teer

Ian Wilcox

Phil Wood

Core Proficiency Coaches

Hannah Coombes

Katy Farrell

Elizabeth Kempton

Liam Purkiss

Judge

Donna Barden

About us

Paul and Linda Barden started coaching in 1986 when their daughters, LeAnn and Donna, joined the Southampton satellite centre at Abbotswood School. By 1991, when the girls had moved into the Elite Squads, Paul and Linda then started Calmore-Testwood Gymnastics Club where over 100 gymnasts came on the very first session! Four years later, the Calmore side of the club was moved to Testwood School.

The club is open to girls and boys from the age of 6 and upwards. It caters for and develops gymnasts with a wide range of abilities, from absolute beginners to those competing at Regional level.

We also have links to move on gymnasts who show greater potential.

Currently there are about 40 gymnasts in the club, three-quarters in the Senior competition squad and a quarter in the Junior development group. Training times are determined by the level that the gymnast is working at, taking into account their potential and their work ethic.

We regularly take part in inter-club and regional competitions as well as operating BGA award schemes.

All coaches are qualified to coach at various levels of gymnastics and have been checked by the Criminal Records Bureau. **All coaches and officials give their time voluntarily.**

Before moving to the Acrobatic side of the club, our Juniors learn Artistic gymnastics using Floor, Vault and Trampoline.

Acrobatic gymnastics floor routines combine individual gymnastic floor skills, such as cartwheels, flics and somersaults, with partner balances and flighted moves. The competitors work as women's pairs, mixed pairs, men's pairs, women's trios or men's fours. The nature of Acrobatic Gymnastics means that it can cater for a wide range of ages and ability levels.

Working with partners means that the gymnasts have to develop confidence and trust in each other and develop their abilities to work together. Taking part in Sports Acrobatics has many advantages including developing strength, fitness, agility, flexibility and responsibility for others.

Most of all, it is fun!

Complaint and Grievance Procedure

As a club affiliated to British Gymnastics, Testwood Gymnastics Club is bound by the BG Procedures for complaints, disciplinary issues and Membership suspensions and expulsions.

The Club places the welfare and safety of its members as the highest priority.

Minor disciplinary matters that arise in the course of training sessions are the responsibilities of the coaches.

The Welfare Officer and the Chairman will be kept informed of any significant decisions. These decisions may be reported back to the Committee if appropriate.

The Club has a designated Welfare Officer (Mrs April Pemberton-Teer) to whom all complaints, grievances and suspicions of poor practice should be addressed. Matters will be dealt with confidentially and only those who need to know will be informed.

The Chairman may be used as an Arbiter to deal with concerns of a gymnast / parent / guardian / volunteer if necessary.

The British Gymnastics procedures for dealing with complaints will be followed and if an issue cannot be suitably addressed at club level, the British Gymnastics procedures will be implemented.

HOW YOU CAN HELP

Can you spare some time?

*

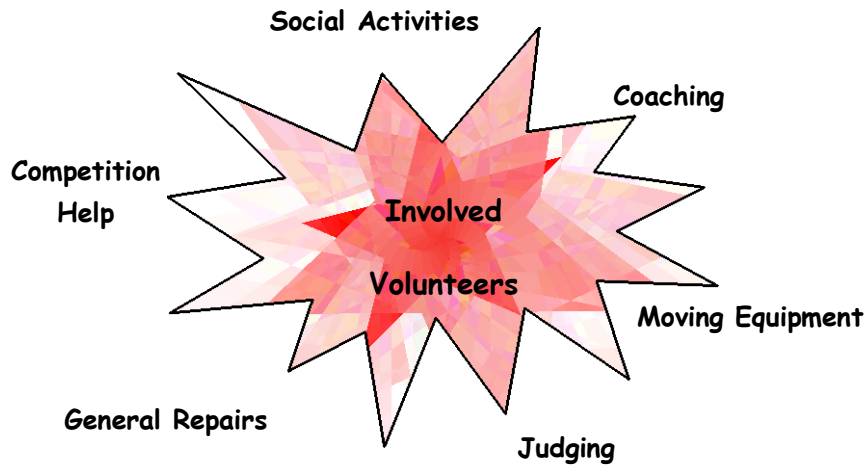
Would you like to help with Testwood Gymnastics Club and get more involved?

*

Would you like to know more about what's involved?

*

If yes then how about becoming a volunteer?



If YES then please contact us on the following no's.

023 8086 9211

07946 592690

E Mail: info@testwoodgymnastics.co.uk

All information in this document is correct - September 2011
For up to date information, please check our website



Testwood Gymnastics Club

30 Beechdale Close
Calmore
Southampton
SO40 2QH

023 8086 9211
07946 592690

www.testwoodgymnastics.co.uk