

Elstree School of Gymnastics Ltd Members Handbook

Updated 11/09/2020

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Elstree School of Gymnastics Ltd is committed to safeguarding and protecting the well-being of all its members. Members are encouraged to share any concerns or complaints with a club manager (Lindsay Digweed or Gemma Young) or the club welfare officer (Vanessa Bunn).

This handbook includes all club rules and regulations that gymnasts and parents are required to follow. When enrolling with the club and with British Gymnastics members are agreeing to abide by all British Gymnastics and club rules. As such it is important that all parents read through the members handbook so that they are aware of all club rules. If your child is old enough, gymnasts will also be expected to read their own codes of conduct.

Please note that following new General Data Protection Regulations (GDPR) members are now required to register themselves (or their parent/guardian on their behalf) with British Gymnastics. When registering with British Gymnastics part of the privacy notice includes a statement that the club (Elstree School of Gymnastics Ltd) have permission to use any photos or videos taken for promotional purposes. If you DO NOT wish for your child's image to be used in club promotional materials you will need to put this in writing to members.esg@outlook.com with the subject line Photo Permission Restriction.

If you have any questions regarding any aspect of the members handbook please email members.esg@outlook.com

Contacts

General Enquiries: members.esg@outlook.com

Welfare Issues Only: welfare.esg@outlook.com

We can also be contacted via our website or any of our social media pages:

Website: www.teamesg.co.uk

Facebook: Elstree School of Gymnastics Ltd

Instagram: TeamESG

Elstree School of Gymnastics Ltd reserve the right to amend the members handbook at any time.

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Covid-specific Terms and Conditions

Covid-specific terms and conditions over-rule normal club rules as listed in the club handbook whilst local or national restrictions are in place

All gymnasts must adhere to current government guidelines, links to which can be found on our homepage at www.teamesg.co.uk. If your child has to self-isolate because they have symptoms, someone in their household has symptoms or test and trace inform you that they have been in contact with someone who has coronavirus we are happy to provide make up tokens for missed classes on receipt of a coronavirus test result. In the event someone in the club tests positive for coronavirus current track and trace advice will be taken. Gymnasts will not be permitted back in the gym until either the quarantine period has ended or a negative test result is provided to the club.

I must ensure my children's medical details are up to date and if necessary communicate with the club to complete a risk assessment for my child's participation.

I understand that the monthly membership fee will temporarily be increased by £1 to £2.65 until either December 2020 or when covid restrictions are relaxed, whichever is sooner.

Drop-off: Entry is at the main doors by the squash courts which are now accessible directly from the car park. Parents will not be permitted in the building but must wait outside with their child until the coach comes to collect them, socially distanced from other families. Under no circumstances are parents or gymnasts to enter the building without the approval of a coach. For this reason if your child is late for their class and the coach is no longer at the door you will not be permitted entry to the class. Non-contact temperatures will be taken on arrival and gymnasts with a high temperature will not be permitted entry. Please come up the stairs and down the slope to maintain the one-way system. Please queue for classes along the far slope.

Parents are not permitted in to the building. Under no circumstances will parents be allowed in to the gym or to wait in the corridor during their child's class. We understand that for little ones this may be difficult but we are not able to facilitate this at this time. If you think your child may struggle to come in and settle in their first session please contact us to discuss this beforehand.

Belongings: Gymnasts must bring a small bag with them and any of their belongings must stay in their bag. This must include a pack of tissues and a personal bottle of hand sanitiser, a water bottle is optional. When they enter the gym they must also put their shoes in their bag so flip flops are preferable. Coats will not be permitted in the gym so these will need to be left with the adult who is dropping them off. Changing rooms will not be accessible.

Picking up: For all classes gymnasts will be walked to the exit door which will be the fire door off the sports hall, to the right of the main entry door. Parents will be expected to wait behind the silver barrier, please stay socially distanced from other parents. We will release children to their parents as we would normally from the gym door.

Toilet use: We are unable to clean between use and there is a chance that other user groups e.g. football may come in to the building to use the toilets. For this reason it is really important that your child uses the toilet before they leave home. For classes less than one

hour we feel it is reasonable to expect children to be able to manage without going to the toilet as they would do in school unless there is a medical issue we need to be made aware of. For longer classes or if your child does have a medical issue that means they require more frequent toilet use please discuss with your child how to keep themselves safe when using a communal space and good hand hygiene before they attend their first session.

Hand hygiene during class: Gymnasts will sanitise their hands in between each station that requires hand touching. Please discuss general hand hygiene with your child before their first class. Gymnasts will also be required to sanitise their hands if they touch their face or if they cough/sneeze in to their hands. Please also discuss catch it, bin it, kill it with your child and encourage them to use tissues where they can. Equipment will be thoroughly cleaned between groups.

What happens if face to face classes have to stop again, e.g. due to a local lockdown: In this case the remaining classes in the month will be run on zoom. Our zoom gymfit classes focus on basic skills, fitness, conditioning and flexibility so are also suitable for trampolining gymnasts as they already incorporate these elements in to their face to face classes. As there are no capacity limitations on zoom gymnasts are welcome to attend more classes than they would usually, free of charge. After the end of the month no further charges will be made until we have a set return date. Please note that your child will remain enrolled so you will be charged when we return unless you inform us that they are leaving before the first charge is made.

Zoom timetable (to start from the first day of no face to face classes)

Monday to Thursday 4.30-5.15pm: Gymfit (2.5-5 years) suitable for children in Junior and Junior+ classes or younger trampolining gymnasts

Monday to Thursday 5.25-6.20pm: Gymfit (6-9 years) suitable for children in beginner, beginner+, development and trampolining classes

Monday to Thursday 6.30-7.25pm: Gymfit mini squad (Stalder and Gainer squad bubbles only)

Monday to Thursday 7.35-8.30pm: Gymfit (10+ years) suitable for children in intermediate, advanced and trampolining classes as well as Korbut and Shushanova bubbles

Friday 4.30-5.25pm: Lever and handstand master class (Gainer, Korbut and Shushanova bubbles) gymnasts in other classes welcome to join

Friday 5.25-6.20pm: Strength and flexibility session (Gainer, Korbut and Shushanova bubbles) gymnasts in other classes welcome to join

Classes

Elstree School of Gymnastics Ltd offer a range of classes across a variety of disciplines. Gymnasts typically start out in a beginners recreational class and progress through the stages. Assessments are performed on a rolling basis. Assessments can be accessed on the parent portal at <https://app.iclasspro.com/portal/teamesg> please note that classes are planned well in advance and we do not accept requests for particular skills to be assessed for a gymnast because a parent believes they have achieved this at home. Talented gymnasts who show potential for a particular discipline may be offered a space in our competitive squad programme.

Age dependent classes

All classes work on building strong basics ready for ability based classes. Classes focus on the fundamentals of gymnastics – balance (beam), rebound (vault), strength (bars), coordination, agility and flexibility (floor). All classes are allocated based on the child's age.

Playgym fundamentals: moving to two years parent participation classes

Playgym foundations: 2-3 years parent participation classes

Junior: 3-4 years independent preschool class

Junior+: 4-5 years foundation stage class

Beginners: 6+ years beginners class, sometimes children are moved in to our beginners class from age 5 and a half depending on progress and availability

Beginner+: although generally an ability based class we do take beginners aged 9+ in this class as well

Trampoline: 4+ years, mixed ability classes

Ability based classes

After our beginner classes gymnasts move through our ability-based class structure. Assessments are done at each level. Once reaching an advanced stage, gymnasts will be invited to participate in external competitions if this is something they would like to do. However, the focus is always on fun, participation and individual development.

Although our trampoline classes are mixed ability we do also offer 2 hour advanced trampoline classes for gymnasts who are progressing well and would like to train for longer.

Squad gymnastics

We also offer competitive squad training in a variety of disciplines. Squads are invitation only and you will be approached about this if the club feel that your child has potential. Gymnasts are generally assessed compared to age related expectations within the specific discipline, please bear in mind that

the majority of children will not meet these requirements. Squad gymnastics can be very demanding and intensive and can require lots of time and commitment from the gymnast. A squad will train several times a week and gymnasts are expected to participate in all sessions every week. If this is something you are seriously interested in for your child then please speak to a club manager. However please note that as gymnastics is predominantly a children's sport, gymnasts are often selected for a competitive pathway at quite a young age. If gymnasts do not keep up with their age related expectations they may be offered a move to a less intensive squad.

Elstree School of Gymnastics Ltd does not train to an elite standard of gymnastics in any discipline. Very few clubs do train to this standard but if this is something that we believe your child has the potential for we will discuss this with you. Elite gymnasts can train between 20 and 30 hours per week and may be expected to take regular time off of school for training and competitions. Parents are under no obligation to trial their child at an elite club if they do not wish to go down this pathway. Equally, if this is a pathway that you are especially interested in for your child then please feel free to raise this with a club manager. We can then organise a discussion about realistic options and expectations between the parents, club managers and gymnasts coaches.

Housekeeping Rules

- No jewellery may be worn whilst participating in gymnastics in line with British Gymnastics' jewellery policy
- Long hair must be securely tied back
- Gymnasts must have bare feet for gymnastics and tumbling classes
- Gymnasts must have socks or DMT shoes for trampoline and DMT classes
- Appropriate clothing must be worn – this is preferably a club leotard and tracksuit
 - o Inappropriate clothing includes but is not limited to denim, skirts, tutus, and items with zips and tassels
- Artificial nails must not be worn, nails must be kept a reasonable length so as not to risk injury to coaches and gymnasts

- Please wait outside the gym until you are asked to come in by a coach
- Please go to the toilet before class. All toilet and water breaks must be permitted by the coach
- No belongings are allowed in the gym, this includes mobile phones. Please be aware that as there are no lockers in the changing rooms we strongly advise leaving valuables at home. The club will take no responsibility for lost or stolen items
- No food or chewing gum is allowed in the gym
- Please inform your coach of any illness or injury before warm up
- Outdoor shoes are not permitted in the gym and must be removed before entering
- Club closures: The club is closed for two weeks at Christmas and two weeks at the end of August. Please note that this is also a holiday for coaches and as such we may take longer to respond to emails during this time

Elstree School of Gymnastics Ltd will not tolerate abusive behaviour of any kind towards its staff and volunteers and reserve the right to terminate any gymnasts membership if they or their accompanying adult cannot behave appropriately in the setting.

Gymnasts Code of Conduct

As a gymnast it is important that you abide by our codes of conduct. We ask that you do the following:

- I will support my fellow gymnasts in all that they do, providing praise and support
- I will always try my best
- I will show respect and understanding for the safety and welfare of others
- I will show respect for my coach and endeavour to complete whatever is asked of me to the best of my abilities
- I will treat all equipment with respect
- I understand that it is my responsibility to ensure I bring everything I need to my training sessions
- I will learn my routines in time for all events
- I will always show respect for coaches, judges, officials and final decisions in competition
- I will be aware and considerate of other users of the facility
- I will use appropriate language at all times
- I will not smoke or consume alcohol or illicit drugs whilst representing the club at events or in club uniform
- I am conscious that when I am in club uniform I am representing the club wherever I may be and as such will behave appropriately
- I understand that to be a member of the club I must also be a member of British Gymnastics and as such also agree to abide by their codes of conduct

Parents/Guardians Code of Conduct

As a parent/guardian it is important that you abide by our codes of conduct. We ask that you do the following:

- Try to establish good communication with the club, coaches and officials for the benefit of all
- Never force your child to take part in sport and do not punish them for poor performance or making mistakes
- Support your child's involvement and help them enjoy their sport
- Please put any comments, concerns or queries you may have in writing to members.esg@outlook.com where possible rather than speaking to the coach at the door as this can take their time away from the gymnasts
- Ensure your child is on time for their class and you are prompt in picking them up
- Be aware and considerate of other users of the facility
- Use appropriate language when in the setting
- Gymnasts under the age of 11 must be dropped to and collected from the gym door by a responsible adult, they are not permitted to be in the building unsupervised
- Children aged 11 or over are permitted to arrive at and leave the gym unsupervised, however if the club receive reports of irresponsible behaviour these gymnasts will be required to be dropped to and collected from the door by a responsible adult
- Parents and gymnasts are asked to wait at the gym door at the beginning/end of each class. Only gymnasts and coaches are permitted in the gym
A coach will open the gym door when the class is ready, please do not ask if your child can come in early as this will not be permitted
- If your child is to be collected by an adult they are not usually collected by then please inform a coach before the session
- Please ensure your child goes to the toilet before starting their class, toilet breaks are disruptive and can affect the running of the whole class
- Please show respect for staff
- There is no smoking on the premises, please go off site if you wish to do this

Spectators Code of Conduct

There are additional rules to follow for competitions and displays and these must be adhered to by all spectators. If you will be bringing friends and family with you to an event it is your responsibility to ensure they are aware of what is expected of them.

- Please help your child prepare for each event by learning their routines and respect that the coach has the right to withdraw a gymnast from an event at any time if they feel they are not ready
- Gymnasts must attend all sessions during the two week period immediately preceding an event. Failing to meet this criteria for any reason will result in your child being withdrawn from the event in question
- Parents agree to purchase the appropriate club leotard and tracksuit for the competition being entered. Gymnasts must wear plain black or white trainers to club events
- Respect coaches, judges and final decisions – do not challenge or argue with officials
- Please set a good example for your child and help them to develop a good sense of sportsmanship by applauding all and recognising effort not just good results
- Parents are permitted to take photos and/or videos during open club events for their own use. We ask that nothing is published on social media of another person's child without their express permission, you can blur or cover faces of other gymnasts if you do not have permission
- Praise effort over skills; praise attitude over results
- Please understand that whilst coaches will prepare the gymnasts as best they can for an event they cannot control what happens on the day including the gymnast's own performance, other gymnasts' performance and the opinions of the judges
- The 24 hour rule: Following an event, particularly a competitive one, coaches will not discuss performance or analyse results with gymnasts or parents for at least 24 hours. We respectfully request that you also try to stick to this rule. While deconstruction of a performance can be a useful coaching tool it can wait until they child is next in the gym. Instead take this time to praise their effort, their sportsmanship and their resilience – whatever the results.

Parental Consent

- I confirm that my child is physically fit and healthy and I will undertake to advise the club of any change. I consider him/her capable of taking part in sport
- I will inform the club if my child is ill, injured or unable to attend for any reason
- I have completed the section on medical details and give consent that in the event of any illness or accident any necessary treatment can be administered
- I understand that as with all sport there is a risk of injury and the gymnastics club cannot be held liable unless negligence is proven
- In becoming a member of the club I declare that I am aware of the element of risk involved and while I accept that the coaches and event personnel will take precautions to prevent accidents, I understand that they may not be held responsible for loss, damage or injury to my child

- I am aware that photographs and video footage may be taken in classes and at events for coaching and promotional purposes
- I understand that if I do not wish for video or photographs of my child to be used in promotional materials I need to inform the club in writing via email on members.esg@outlook.com with the subject heading Photo Permission Restriction
- I will ensure my child is appropriately prepared for their class including wearing appropriate clothing, long hair tied back and all jewellery removed
- I agree to inform both British Gymnastics and the club of any relevant changes e.g. change of address
- I understand that whilst I am able to leave the site during my child's class it is my responsibility to ensure the club has my up to date contact details in case of an emergency and to ensure that I return promptly for the end of the class
- I agree to pay all fees owed for the space allocated to my child and understand that I will not be entitled to a refund if I choose to withdraw my child after fees have been taken for that month. I understand that my child may not be permitted entry to his/her class if fees are outstanding.

All communication is done via email and as such by joining the club you consent to the club contacting you via this method and by phone in the case of emergency

Fees: Terms and Conditions

- All class fees are payable by card charge on the 1st of each month
- Members are required to store card details on file for charges to be added each month, members without a registered card will be issued a £10 admin fee each month this is not rectified
- On occasion payments may not go through due to insufficient funds, expired cards, your bank flagging the transaction as possible fraud or because your card type does not permit the type of charge. If this happens you will be notified by email and cards will then be run again on the 8th of the month and then the 15th of the month. If you have not uploaded a new card or contacted your bank to permit the charges by the 15th of the month a £10 admin fee will be added
- All fees are averaged across the year to one monthly amount for parents convenience. Recreational fees are averaged across 11 months with no fees taken on 1st August. Squad fees are averaged across 12 months and include all holiday training hours
- Notice must be given by the last day of the month to avoid further charges and can be given on the parent portal at <https://app.iclasspro.com/portal/teamesg> via the 'drop class' request. Once fees have been taken for a given month your child will remain enrolled until the end of that month regardless of the date you give notice. Verbal notice or cancellation of your credit card charges will not be accepted
- We reserve the right to refuse entry to any child with outstanding fees, this includes miscellaneous charges
- If you fail to keep on top of fees your child's space may be reallocated
- Entry fees for competitions, displays and other events are due in full by the date provided. Failure to pay by this date will result in your child not participating in the event in question

- I understand that all payments are non-refundable
- I understand that on occasion classes may not be able to run for a variety of reasons including but not limited to school functions, severe weather, building breakdown or coach sickness. When this happens make up tokens will be issued for each cancelled
- Credits and make up tokens are never given for holidays, religious festivals or if your child changes their mind about participation.

- Ad hoc charges: I understand that I may be charged for selected items if I do not provide them for my child and they are considered necessary for training e.g. socks for trampoline (£1 per pair)

Traffic Light Policy

ESG want everyone to be safe when participating in gymnastics. To ensure consistent safe behaviours are demonstrated a traffic light system is used and is especially important for acro classes where gymnasts are responsible for others safety as well as their own. This applies to all skills including tumbles, balances and throws.

NOTE: For skills performed in pairs and groups (i.e. balances and throws) the amber or green light is for that specific group of gymnasts only – it does not apply to a gymnast when in a different group. For example, if Max and Tyler's shoulder balance has been given a green light and Lewis and Jayden's shoulder balance has also been given a green light, Max and Jayden would still not be allowed to perform a shoulder balance together unspotted until theirs has been given a green light too.

Safe: A skill that has been given a green light is considered safe and can be performed without spotters. Green light skills may be downgraded if unsafe or dangerous practice is demonstrated.

Not yet safe: Skills that are currently being worked on may be given an amber light. A skill that has been given an amber light may be performed only when there are **sufficient spotters** to make sure everyone is safe. For certain skills the spotters will only be allowed to be coaches – this will be specified when the amber light is given. Amber light skills may be downgraded if dangerous practice is demonstrated.

Dangerous: Any skill that has not been given a green or amber light is considered to have a red light. These skills are considered dangerous and **are not allowed to be practiced in the gym unless under the direct supervision of a suitably qualified coach**. If there is a skill you would like to learn then please discuss this with your coach.

Anyone not following the traffic light system will be given a warning. If this happens again you will be asked to sit out the rest of the session and the collecting parent/guardian will be informed that this has happened. If behaviour is considered particularly dangerous you will be asked to sit out immediately and if dangerous or reckless behaviour continues you may be asked to leave the class in question.

Squad Agreement

Squad gymnasts are expected to adhere to additional rules as part of the squad programme and should consider these carefully before accepting a squad place.

- There is a minimum attendance of 80% expected across the year with all absences being put on to the portal so that coaches are made aware. I understand that telling a coach verbally or via personal communication where I may have access to this is not considered an appropriate method of informing the club of absence
- I understand that normal training hours run during term time with holiday training hours being different. I understand that holiday training hours are also subject to attendance requirements
- I understand that training term dates will be in line with Hertswood Academy. If for any reason my child's school term dates do not line up with Hertswood Academy and my child is unable to attend holiday training hours this will not affect my child's attendance percentage but that alternative training unfortunately cannot be provided
- I understand that no credits will be applied for any missed training hours
- I am aware that squad training runs 48 weeks a year with two weeks off at Christmas and two weeks off at the end of August in line with whole club closures
- I will endeavour to be 10 minutes early to each class to enable the class to start on time. I understand that it is especially important for my child to be ready to start work as soon as the class starts in order to make the most of the training time
- I understand that if my child is injured they may still be expected to attend training to participate in modified training suitable for their injury. All exercises will be risk assessed to the child's individual circumstances including injury severity and gymnast age/maturity
- I understand that the two weeks before competitions and events 100% attendance is mandatory except in the case of severe illness. I understand that even in the case of permitted absence due to severe illness my child may still be withdrawn from the even in question due to lack of attendance
- I will support my child's commitment to learning by encouraging the completion of any conditioning homework that may be sent home
- I will not attempt to coach my child or correct technique unless given direct instructions by my child's coach

Squad Agreement cont.

- I understand that in agreeing to enrol in the squad programme there are additional costs that will be incurred and that I will be informed of these when they need to be purchased/paid for. Additional items may include depending on the squad:
 - Squad training leotard
 - Grips, wristbands and loops
 - Indoor trainers
 - DMT shoes
 - Membership upgrade fees when entering eligible competitions
 - Bespoke competition leotard and bespoke tracksuit for competitions at county level or above including all NDP competitions
 - Bespoke or recreation club tracksuit for all local and friendly competitions
- I understand that my child must wear their squad training leotard on the first training session of every month.

I understand that by failing to adhere to the squad agreement my child may be removed from the squad programme at any time.

Photography and Video Policy

Photography and video are used in the gym for coaching and promotional purposes. Parents who do not wish for their child's image to be used for promotional purposes must put this in writing to members.esg@outlook.com with the subject line Photo Permission Restriction.

For the protection of all children enrolled in the club our photograph/video policy is that you must have the express permission of all people in the shot. As it is not possible for this to be controlled during classes we ask that parents do not take photos or videos of their child whilst in their class.

For public events by entering your child in to this photo/video permission is implied. Therefore parents are welcome to take photos and videos for their own use at events. However we ask that you do not publish photos of other peoples children to social media without their express permission. You are welcome to blur or cover other gymnasts faces when publishing photos.