

Rowan Gymnastics Club

Rules for Parents and Carers

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Introduction

Parents/Carers play a pivotal role in encouraging and supporting their child's participation, success and fun when taking part in gymnastics or any sport. At Rowan Gymnastics Club, here after referred to as 'the Club', we value the contribution our parents/carers make to the Club environment and would like to ensure that our parents feel welcomed and valued when entering our premises. To ensure we promote this experience we ask all parents and carers to follow the following rules.

Fees for Recreational Classes

Fees are to be paid half termly as billed, in advance, unless termination of membership is given by either side (see section on termination of membership). The fee is due by the due date set each half term and all fees are non-refundable. Should a gymnast no longer wish to continue, the Club should be notified by the due date. It should be realised that payment is for a place in the class. The Club is sympathetic towards individual problems and therefore the Club's Management is willing to discuss individual methods of payment.

Fees for Competition Groups

Fees are payable every month unless termination of membership is given by either side (see section on termination of membership) and is liable for the full month once that month has commenced. Fees are to be paid monthly as billed, in advance. The fee is due by the 1st of each month and all fees are non-refundable. The Club is sympathetic towards individual problems and therefore the Club's Management is willing to discuss individual methods of payment.

Late Fees

For recreational gymnasts, if no fee has been paid by the third week of the half term or for competitive gymnasts, if the months fee is not paid by the end of the month, then an administration fee can be charged. The Club's Management reserves the right to terminate the membership of any person due to the non-payment of fees.

Code of Conduct

The following Code of Conduct is obligatory to all parents/carers and users of the facilities offered by the Club and includes visits to external venues where gymnasts are representing the Club.

- No activity, nor behaviour, of any person must not cause injury of any kind to any other person.
- Parents/Carers should co-operate with the coaches/staff and behave in a courteous and civil manner and encourage their child to do the same and maintain high standards of sportsmanship.
- Parents/Carers/Gymnasts should show respect for coaches, officials and volunteers at all times.
- All the Club's property and equipment must be used and treated properly and used with due care and attention.
- Club discipline and behaviour is the responsibility of the coach in charge during training and competition, parents/carers should tell their children to listen and follow the instructions of their coaches.
- Outside class times parents/carers are responsible for the behaviour, conduct and safety of their child.
- No outdoor shoes are allowed on any of the matted or sprung floor areas of the gymnasium.
- No person is allowed on the premises who is under the influence of alcohol or any illegal substances. Additionally, gymnasts should not use any substance prohibited for use by athletes under the banned substances regulations.
- Eating and drinking are only permitted in the designated areas.
- No smoking is permitted within the Club's facilities.
- All users are required to always adopt a civil and non-aggressive attitude.
- Parents/Carers should ensure that their child does not enter the gymnasium at the start of a session unless a coach is present.
- Parents/Carers should inform the coach prior to the commencement of a session, of any existing injuries or illness their child may have. Parents/Carers should explain to their child that should they injure themselves or feel unwell during a session they should inform a coach immediately.
- With regards to competitions, parents/carers should be respectful of the judges or official's decision every time.
- With regards to emergency medication such as epi pens or inhalers, these should be clearly marked with the gymnast's name and handed to the lead coach before the commencement of a session.
- We do not recommend any valuables are kept in the changing rooms, nor can we take any responsibility for any valuables or lost or stolen items belonging to any gymnast/visitor. We recommend all items of clothing are clearly labelled with the gymnast's name.

It may be necessary to exclude a gymnast on the grounds that their behaviour presents an unacceptable risk to the health and safety of themselves and the rest of the group. This decision will not be taken lightly. Every effort will be made to enable participation through putting in place suitable strategies.

Gross Misconduct

Any parent/carer or gymnast over the age of 12 years will be deemed to understand the above Code of Conduct and able to act on own initiative. They will be able to understand the term gross misconduct. Occurrences of gross misconduct are very rare as the penalty of immediate expulsion from the Club is instant and hopefully a deterrent. It is not possible to provide an exhaustive list of examples of gross misconduct, however any behaviour that destroys the trust in a parent/carer or gymnast over the age of 12 years to act appropriately and not endanger lives will be called gross misconduct.

- Theft or fraud.
- Physical violence or bullying.
- Deliberate acts of unlawful discrimination or harassment.
- Possession or being under the influence of drugs/alcohol at the Club.
- Possession of a weapon at the Club.

Complaints concerning any person's alleged failure to observe any part of the above Code of Conduct should be made in the first instance to the Head Coach or Club Welfare Officer.

Before leaving a child, it is the parent/carer responsibility to ensure that a session for that child is taking place. No child should be left unattended while not in a class. Parents/carers are responsible for escorting their child to and from the premises. Written consent is required from the parent/carer where a gymnast under 16 years of age is travelling to or from the Club alone.

Late Collection

The following information is guidance to parents/carer on how the Club will respond in the event that a child, for whatever reason, is not collected on time by the parent/carer.

All Parents/Carers are advised that in the event that they are delayed for any reason, they must:

- Contact the Club at the earliest opportunity.
- Provide clear guidance on what they wish us to do, e.g. consent for another adult to transport their child home.

The Club will:

- Maintain a list of parent/carer contact details and emergency numbers.
- Never leave a child or young person alone. Gymnasts will be asked to wait inside the gymnasium should a parent/carer not arrive on time.
- Carry out appropriate assessments of situations as they arise, acknowledging that some young people aged under 16 can go home alone if their parent/carer has provided written permission.

The Club will not:

- Take the child home or to another location.
- Ask the child to wait in a vehicle.
- Ask the child to wait with only one member of staff.
- Send the child home with another person without permission.

If the Parent/Carer is considered by the Club as being unduly late, the Club will:

- Attempt, in order, to contact the emergency contacts as given on the registration form.
- Attempt to contact any additional emergency contacts as given on the child's British Gymnastic membership.
- Wait with the child at the Club with at least two members of staff over 18.
- Respond to any instructions received from the parent/carer.

Persistent failure to collect a child on Time

Parents/Carers who persistently fail to collect a child on time or have not arrived after a reasonable period of time and have given no prior notice or informed the Club they are delayed, may be failing to provide adequate care for their child.

If the parent/carer makes no effort to contact the Club or provide reasonable explanation for the delays, the Club Welfare Officer and another Club Officer will arrange to meet with the parent/carer to discuss the matter. If there is no change, the Club Welfare Officer will contact the children's team at the local Children's Social Care Services and seek advice from British Gymnastics Safeguarding and Compliance Department.

If a parent/carer arrives to collect a child and there is concern that the parent's/carer's ability to take appropriate care of the child may be impaired (e.g. the parent/carer is considered to be under the influence of alcohol or drugs to the extent that she/he is unfit to drive, and/or take care of the child) the Club will seek advice from the Police or Children's Social Care Service.

Participation

As a Parent/Carer of a child taking part in our Club, we would like you to:

- Make sure your child has the right kit for the session as well as a food and drink if attending a camp.
- Try to make sure your child arrives to sessions on time and is picked up promptly or let us know if you're running late or if your child is going home with someone else.
- Complete all consent, contact and medical forms and update us straight away if anything changes.
- Maintain a good relationship with your child's coach and ask them when you would like to know about your child's development.
- Talk to us if you have any concerns about any part of your child's involvement.
- Try to learn about your child's participation in gymnastics and what it means to them.
- Take the time to talk to your child about what you both want to achieve through gymnastics.
- Remember that children get a wide range of benefits from participating in sport, like making friends, getting exercise and developing skills. It is not all about wins and losses.
- Behave positively while viewing your child in the gymnasium.
- Remember the way you react and behave effects not just your child but other children too.
- Encourage your child to respect and celebrate difference in the Club.
- Lead by example when it comes to positive behaviour and let other parents/carers take their cue from you as well as from us.
- With regards to competitions be respectful of the official's decision every time.
- Use social media responsibly when talking about what goes on at our Club, by behaving in the same way online as you would in person.
- Talk to your child about embracing good etiquette and sportsmanship.
- Encourage your child to follow the rules of the sport.
- Ensure your child understands their code of conduct.

As a Parent/Carer, we understand you have the right to:

- Be assured that your child is safeguarded during their time with us.
- See any of our policies and procedures at any time.
- Know who the Club Welfare Officers responsible for your child are and have their contact details.
- Know what training and qualifications our staff have.
- Be informed of problems or concerns relating to your child.
- Understand what happens if there's an incident or injury and be informed if your child is injured.
- Have your consent sought for anything outside of our initial registration form, such as permission to go on trips.
- Have any concerns about any aspect of your child's welfare listened to and responded to.

We expect all parents/carers to follow the behaviours and requests set out in our code of conduct. If any parent/carer behaves in a way which contradicts any of the points set out above, we will address the problem straight away with the parent/carer and aim to resolve the issue.

Persistent concerns or breaches may result in parents/carers being asked not to attend the Club if their attendance is considered a risk to the welfare and enjoyment of participants.

Continued issues and repeated breaches of this code may result in us regrettably asking your child to leave the event or Club permanently, something we never want to do.

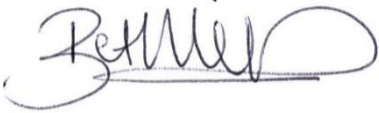

Termination of Club Membership

If a member wishes to leave the Club, parents/carers should inform the Club Administrator in writing or via email giving as much notice as possible. The notification either in writing or via email must be given by the fee due date of the proceeding half term for recreational gymnasts or one month's notice for competition group gymnasts. The Club has the right to charge for fees where notice was not given by the required date. Any outstanding fees owed to the Club must be paid prior to a gymnast leaving.

Dissolution of the Club

Should the Club be dissolved, the Club committee will be responsible for the winding up of the Club's affairs and after settling all the Clubs' liabilities, the disposal of the remaining net assets shall be one or more of the following:

- To another Club with similar sports purposes which is a registered charity and/or
- To another Club with similar sports purposes which is a registered CASC and/or
- To the Club's governing body for use by them for related community sports.

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| Signed: Dated: 18/04/2023  Beth Mills – Head Coach/Director | Signed: Dated: 18/04/2023  Katrina Powell – Head of Finance/Director |
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