

GILLINGHAM GYMNASTICS CLUB  
GYMNASTICS FOR ALL!!  
Code of Conduct for members 01/06/2012  
Code of Conduct for club members

We are fully committed to safeguarding and promoting the well being of all our members. Gillingham Gymnastic believes it is important that members, coaches, administrators and parents should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and share any concerns or complaints that they may have about any aspect of the club with the Welfare Officer or Head Coach. If any rules are broken, a suspension will be considered as a form of punishment.

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

- All members must participate within the rules and respect coaches, judges and their decisions.
- All members should treat fellow participants in a way you would expect to be treated yourself.
- All members must respect the opinions of fellow club members.
- All members should demonstrate good sportsmanship and applaud the good performance of ALL others.
- Members should keep to agreed timings for training and competitions or inform their coach, if they are going to be late.
- Members must wear suitable attire for training and events as agreed with the coach. Keep all long hair tied back.
- All body jewellery must be removed during training, competitions and other events.
- Fingernails should be kept to an acceptable length as not to scratch or harm the coach or other participants during training.
- Members must pay any fees for training or events promptly.
- Members must not smoke, consume alcohol or take drugs of any kind whilst training or representing the club at competitions or other events.
- Members should treat all equipment with respect.
- Members must inform the head coach of any injuries or illness they may have before the warmup begins.
- Members should not eat or chew gum during a session.
- Members must not use bad language.
- Members should remain with coaches at the end of a session until collected by their parent or guardian. You are considered a child by the law until your eighteenth birthday.
- Members' mobile phones should be switched off or silenced during training sessions, competition and other related events.

- Members must abide by the club's anti-bullying policies.
- Members must report any bullying to the coach or Welfare Officer.
- If members observe behaviour in any other club member (including coaches) that makes them feel unhappy or uneasy, they should report it to the club's Welfare Officer or Head Coach.
- Members should work hard and try their best while training.

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Code of Conduct for participants 01/06/2012

#### SECOND CODE OF CONDUCT

##### For Participants

- Well mannered / behaved (everyone)
- Train to the best of your ability
- Arrive 5 - 10 before the start of lesson
- Have had a suitable / adequate meal / snack before training
- Be well prepared and have all equipment with you for the lesson
- When equipment needs moving everyone should get involved and help
- No fizzy drinks
- If anyone has a problem tell someone who you trust
- Be sensible at all times
- Keep negative comments to yourself
- If you think you are being treated unfairly by any member of the club, tell someone
- No bullying, teasing or name calling
- Be kind to each other

##### Health & Safety

Gillingham Gymnastics is committed to ensuring our gym is as safe as possible for all our members at all times. Here are some specific things you should be aware of.

- The Gymnastics Hall is full of equipment and changes in level due to matting and landing areas.

Please tread carefully when moving around the gym. Where possible, avoid stepping over or on

equipment. REMEMBER: "The shortest route is not always the safest".

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Club Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, should follow the procedures below.

1. They should report the matter in writing to the Club Secretary or head coach, if your complaint is pertinent to Child Protection then address the complaint to the Club's Child welfare Protection Officer. This will then be dealt with by the Club Complaints Committee.

Your complaint should include:

Details of what, when, and where the occurrence took place.

Any witnesses along with their statements.

Names of any others who have been treated in a similar way.

Details of any former complaints made about the incident, date, when and to whom made.

A preference for a solution to the incident.

2. The Club's Complaints Committee will then arrange a meeting to be held at the earliest convenience so that all parties can discuss the complaint.

3. The Club's Complaints Committee will comprise of at least three Committee members of which one must comprise of either The club Secretary or the Treasurer and in all cases of Child Protection issues, the Club's Child Welfare Officer, will have the power to:

Warn as to future conduct.

Suspend from membership.

Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.

Determine whether any Child Protection issues should be referred to an official body, ie. The Police.

The Club Complaints Committee will not make judgment on squad and team selection issues.

CHILD PROTECTION POLICY

Gillingham Gymnastics is committed to ensuring that the protection of children within the gym environment, including personal welfare and health and safety, is a priority"

\_ All staff will comply with agreed Gillingham Gymnastics and British Gymnastics Codes of Conduct and good practice

\_ Policies for discipline, equity, complaints and anti bullying in place

\_ Minimise situations where child abuse could occur. Two responsible adults will be present at all times during training

\_ Gillingham Gymnastics encourage an open door policy

\_ A trained Welfare Officer appointed

\_ All coaches will be appropriately trained and have attended a British Gymnastics Child Awareness Course

\_ All coaches/volunteers suitably screened. CRB checks carried out

\_ British Gymnastics procedures will be followed in any case of child abuse

\_ Accident/incidents will be recorded and monitored

\_ Gillingham will adhere to the British Gymnastic video/photography policy

\_ Gillingham Gymnastics will adopt all British Gymnastic Health and Safety and Welfare guidelines.

#### CONTACT DETAILS

Unit 1 Dajen Business park,  
Second Avenue, Chatham,  
Kent ME45AU.  
01634843431

Liz Paterson  
Head Coach  
07725182901

Stewart Paterson  
Manager  
07725182901

Gillingham Welfare Officer  
Sarah Kemp  
Updated : 01/02/14

Welcome to Gillingham Gymnastics

Please take a few moments to read through our rules and regulations.

The aim of Gillingham Gymnastics is to provide a safe, effective and child friendly environment in which the members can participate in gymnastic activities under the guidance of appropriately qualified coaches.

The club has adopted the BG policies for Child Protection, Equity and Codes of Conduct and all officials, coaches, members and parents must adhere to these policies.

A copy of which can be requested.

We pride ourselves on our own codes of conduct and policies, which have been written by our welfare officer in conjunction with our coaching network and management group.

Copies of all our codes and policies can be found on the website.

Gillingham Gymnastics is a registered British Gymnastics Club.

[www.gillingham-gymnastics.co.uk](http://www.gillingham-gymnastics.co.uk)

#### GILLINGHAM GYMNASTICS CLUB

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Gillingham Rules

All members must abide by the Gillingham Gymnastics codes of conduct

Any complaint or grievances must be conducted through the correct procedures, copies available on request

- Fees must be paid in advance on or before the given pay by date. Please see the notice board or website [www.gillingham-gymnastics.co.uk](http://www.gillingham-gymnastics.co.uk) for monthly & 6 weekly fees with due dates.
- One month's notice of intention to leave must be given in writing to the management.
- All sessions (including family holidays) will be invoiced for with the exception of long-term illness/injury.
- ALL members must register through British Gymnastics Insurance/membership Scheme.
- All gymnasts must follow any safety instructions given.
- NO outdoor shoes will be allowed in the gym.
- NO food to be brought into or consumed within the gym.
- Drinks are allowed in sports bottles in the changing room, but only Water or squash, no glass containers of any kind.
- Gymnasts train in bare feet and can only wear T-Shirt and shorts, leotards or tracksuits

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 General Information

Fees are paid monthly or every 6 weeks in advance. All payment dates are displayed on payment cards.

If a child has not attended for three consecutive sessions without prior notice or payment their place will be offered to another child.

Payment can be made by cash or cheque payable to; Gillingham Gymnastics, please pay Stewart with payment card and child's name on reverse of cheque.

Payment can also be made by post to address at the enclosed.

British gymnastics membership is due 1st September for existing members and when joining for new members. Cheques must be made payable to: GillinghamGymnastics Club. We will offer a temporary membership for 6 weeks as from July of each year.

Although every effort will be made to find places for Pre-school children on junior classes when starting school this MAY NOT always be possible. Please let us know after the Easter holiday if your child will be starting school in September. Please be assured your child's name will be on the junior waiting list.

Gillingham Gymnastics merchandise price list can be found on display at the club please ask for details.

You will be able to view your children from upstairs in the gym through two large windows

We will endeavour to keep the child to coach ratio to 8/1 within each recreational class the children will be put into ability groups. A child may stay at the same time and day but move up within that class. Some groups will progress together and in this case individuals may not need to move from their group.

The main notice board/website will hold up to date information on payment dates,  
events, class times etc. please check regularly.