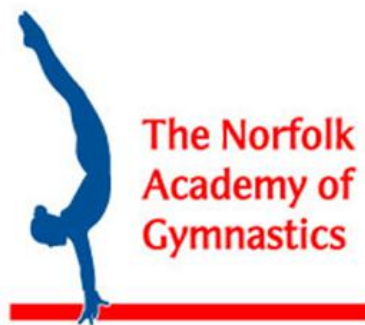




THE NORFOLK ACADEMY OF GYMNASTICS LTD - CLUB HANDBOOK

CLUB VISION

“To develop and sustain a gymnastics academy in which every child has the opportunity to fulfil their potential.”

CLUB OBJECTIVES

- To offer a high standard of coaching to every child
- To provide the correct level of training and coaching for each individual's physical potential and psychological health
- To give opportunities for talented children to develop
- To create a high-level gymnastics academy for talented children of Norfolk
- To be one of the leading clubs in the East region for Women's Gymnastics
- To have representation on British, English and Regional squads each year
- To boast a strong, appropriately qualified, enthusiastic coaching team who are regularly monitored and updated
- To assist the development of coaches and young leaders
- To implement all recommended British Gymnastics policies
- To produce sufficient revenue to maintain, update and add to the club's equipment and facilities

CLUB PRIORITIES:

1. The physical, mental and emotional health, happiness and well-being of each individual participant
2. To build great people
3. To build great gymnasts

In that order!

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PART A: RECREATIONAL, PRE-SCHOOL AND INTERMEDIATE GYMNASTS INCLUDING GENERAL GYMNASTICS SQUADS

ATTIRE

The most appropriate attire for gymnastics activity is a leotard or other similar fitted training suit. Children that do not have a leotard may wear fitted leggings or shorts and a t-shirt or top. Gymnasts should train in bare feet. Additional clothing may be worn if needed at the start of the session before the gymnasts are warm, particularly in cold weather.

Intermediate gymnasts are asked to train in a leotard with optional shorts/leggings on top or a crop top and shorts/leggings set if possible. There may be occasions where coaches ask gymnasts to remove their leggings if they are happy to do so - this is to enable coaches to monitor the leg tension of the gymnasts.

Underwear should not be visible under leotards or crop tops.

Gymnasts are permitted to depart from these clothing guidelines for medical or religious reasons – please just inform the head coach via email.

HAIR

Gymnasts' hair should be neatly tied back for training so that it does not obstruct their vision or interfere with their performance. Hair must be secured so that it does not hang below shoulder height.

Please ensure that your child's hair is properly secured prior to the start of their session.

JEWELLERY

Jewellery should not be worn whilst participating in gymnastics sessions. Newly pierced ears may be taped over during the first few sessions after the piercing. This should be done before the start of the class. As soon as it is safely possible, the earrings should be removed for classes.

EATING AND DRINKING

Gymnasts should bring a suitable drink with them to training (a named drinks bottle is recommended). This should be stored in the changing rooms. During the comparatively short recreational/intermediate sessions, gymnasts should not routinely need to eat during training sessions but if there is a medical reason why they may need to do so this is of course permitted and extra time will be given for this – please just make sure that we are aware.

LOST PROPERTY AND VALUABLES

Items left in the gym, changing rooms or viewing area will be removed and disposed of if not collected. Please email or call us if you wish to enquire about a specific item of lost property and we will try to locate this and hold it for you to be collected.

We suggest that valuable items are not brought into and left in the changing rooms unless this is unavoidable. We do not accept responsibility for the loss of or damage to property left on the premises howsoever caused. Please ensure that your child is suitably educated that they must not touch, move or damage the property of others and that doing so amounts to a breach of the Gymnasts' Code of Conduct (Appendix 3).

YEARLY PLAN AND TERMS

We run four quarterly terms of 12 weeks totalling 48 operative weeks per calendar years. Roughly these fall January-March, April-June, July-September and October-December. We usually break for one week around Easter, another in summer (usually the first full week of the regular school summer holidays) and two weeks over the Christmas and New Year period. Other than this we do not run with the school terms and classes operate as normal through the school holiday times.

Term dates for each year are set at the start of the year where they are published to the club website at www.tnag.co.uk and set out on the covering email to the January-March invoice, with reminders on the subsequent invoices. Reminders as to the end of a term and start of a new one, and for the shutdown periods, are also posted on the gym doors and noticeboards.

NOTICE OF LEAVING

Parents are required to give one months' notice in writing (by email to info@tnag.co.uk) of your child's wish to discontinue classes. Of course he or she is free to stop attending classes immediately but you are liable for their class fees until such period has passed, unless expressly agreed by the Head Coach. The appropriate fees for your notice period will be charged to your GoCardless Direct Debit account, in replacement (where appropriate) of the full monthly fees. Please note that cancellation of your Direct Debit does not constitute written notice of leaving and you remain liable for fees until the correct notice is given, and seen out.

FEE PAYMENTS

We operate a rolling monthly membership system whereby your membership will continue on a rolling monthly basis until notice to leave is given. Payments are via a monthly direct debit system. Once you have confirmed your intention to join the club, you will be sent a link to set up your Direct Debit for fee payments via GoCardless. Once your DD has been set up, we will manually add the fees for the joining period prior to your first DD payment being made. Payments will be taken on 1st each month and this charging date cannot be altered. We operate for 48 weeks per year with payments spread equally across twelve months and it is not possible to pause your DD for holiday periods without

giving up your place. Failed payments and unauthorised cancellation of your DD amounts to a breach of the terms and conditions of your membership and your child's place may be cancelled in these circumstances.

BRITISH GYMNASTICS MEMBERSHIP

All of our members are required to take out British Gymnastics which includes a compulsory level of insurance. This must be taken out as soon as practical after joining TNAG and is renewable each year in October. Parents are responsible for taking out and keeping up to date this membership, and paying the requisite fee. This is all done via the British Gymnastics website at www.british-gymnastics.org and then follow the link to join or renew membership.

For gymnasts joining us from other clubs, please ensure that TNAG is designated as your primary club via your online portal.

Up to date British Gymnastics membership is a condition of membership of TNAG and where it is discovered that a member does not have membership, they may not be permitted to participate in their class.

DATA PROTECTION AND PRIVACY

We recognise that we are in possession of personal information and data relating to you and your child. We are fully committed to providing you with clear and transparent information about how we use your personal information. We value the trust you give us when sharing your personal information. We will ensure robust measures are in place to keep your information secure and will only use it for the purposes outlined in our Privacy Policy which is attached to this handbook at Appendix 7.

ATTENDANCE AND PUNCTUALITY Good attendance is important for your child to get the most out of their gymnastics sessions but we do recognise that there will be times when your child is unable to attend their class. You do not need to inform us of this for one or two missed classes at this level, but if your child misses three or more classes please ensure that we are informed (by phone or email to the Head Coach) to ensure that they keep their place.

Children arriving late to class is disruptive for the coaches and participants. Please ensure that your child gets to class on time wherever possible. If a child arrives over 15 minutes late the leading coach for the class has the discretion as to whether they are permitted to join in.

AWARD SCHEME

Gymnasts in recreational, intermediate and Stepping Stones classes will be given the opportunity to work towards our in-house award scheme.

This runs from Sapphire to Platinum plus level and each award contains five strands, encompassing the various pieces of gymnastics equipment and physical preparation.

Award scheme testing weeks take place for two weeks, once per term. Parents will receive an email after the testing periods detailing their child's achievements and with details of how to purchase the awards earned should you wish to do so.

If a gymnast misses the badge testing week it is not usually possible for them to be tested in another week of their normal class. Private sessions may be available for badge testing and extra badge sessions are sometimes provided in holiday times.

OPPORTUNITIES TO COMPETE

All recreational and intermediate gymnasts aged four and above are eligible to take part in our annual club competition which takes place each summer. Entry forms are given out in classes or available to pick up at the gym or download from the website several weeks in advance of the entry closing date.

PROGRESSION

Our recreational classes are divided roughly into age bands of 4-6yrs, 7-9yrs and 10yrs+. When invoicing each term, we will advise on gymnasts nearing or having passed the upper age limit for a class and offer them the opportunity to move up where spaces are available in the older class. We will try to offer this on the same day as the existing class where possible but spaces are not always available and you may have to move days. Gymnasts will be allowed to remain in the lower class for passing the upper age up to a point but please be aware that the child is likely to gain most value from their class if they are working with children of a suitable age.

Intermediate classes are not strictly divided into age bands but are more loosely split into older or younger groups. Again, progression to an older group will be offered where space is available and we feel a move would benefit the child.

The club structure is appended to this handbook (Appendix 6). This shows how gymnasts may progress through the various class types within the club.

Children of all levels of ability are happily welcomed at TNAG. Please be aware that the majority of children may not have the ability to progress beyond recreational level. The recreational classes are set up to cater for both new starters and those who have been in class for some time. Simply having attended classes for a long period does not entitle a child to move up to a higher class (save for moving up an age band).

Intermediate classes are available for gymnasts who show higher than average ability and who we feel would benefit from a longer session and more apparatus time. The recreational class coaches nominate children towards the end of each term who they feel are ready to move up to an intermediate class. Selection for those classes is by invitation.

only and based on ability and future potential. Please be aware that the intermediate classes run at or very close to full capacity and therefore only a handful of spaces arise each term, and so girls may have some wait before we are able to move them up.

Where a child's fees are behind or unpaid, she will not be eligible to move to a higher group.

Some recreational or intermediate children do in time progress to our squad system but this is the exception rather than the rule. Very few children have the physical characteristics required for competitive gymnastics and our recreational, intermediate and general gymnastics programmes are designed to ensure that all gymnasts irrespective of natural ability level have the chance to progress and gain years of positive experiences from gymnastics. Gymnastics is an early specialisation sport and selection of our women's artistic squad gymnasts is generally made at 4-7 years of age, however we are fully committed to ensuring older gymnasts that demonstrate the necessary capabilities to progress into competitive gymnastics wherever possible. Selection is generally made from our pre-school and recreational/intermediate classes and from our Talent Selection Days. An outline of our squad system is attached at Appendix 6.

RESPONSIBILITIES DURING THE SESSION

Most of our recreational and intermediate classes follow a similar structure. Obviously, the extent to which children are able to take responsibility for the areas below will vary depending on their age, maturity and ability level but we have outlined below what we expect from parents, coaches and participants during gymnastics classes at TNAG.

COACHES: Will assist in gymnasts entering the gym, take a register and check the well-being of participants prior to the start of the class. They will lead or arrange for the children to carry out a warm up which will involve a pulse-raising activity and then some muscle activation and/or stretching. These groups will generally visit 2-3 different pieces of apparatus per session, where they will be set age and ability appropriate tasks, given suitable feedback and help in approving, including physical help where needed and appropriate, and will be given "side-station" exercises to carry out between turns so as to keep them occupied and active. Coaches will not routinely sit down during classes unless completing paperwork or supporting. They will also guide the children, particularly younger participants, in moving safely and sensibly around the gym so as to keep themselves and others safe. Coaches will dismiss the children at the end of their class and assist in the safe dispersal of the participants.

Coaches will abide by the Code of Conduct for Coaches which is attached to this handbook at Appendix 5.

PARENTS: Should ensure that children arrive for class on time and are collected on time, that they are properly attired and sent with a drink to be kept in the changing rooms (see above). They should ensure that their child understands the importance of following the instructions of the coaches and in trying their best to carry out what has been asked. They

should stress to their child the importance of trying their best, being polite and respectful to others, and taking care when moving around the gym. Parents should follow the Code of Conduct for Parents (Appendix 4) and encourage their child to follow the Gymnasts' Code of Conduct (Appendix 3).

Parents should ensure that the coaches are informed of any medical conditions or illness which may affect their child's performance in their class and that they or a designated adult is present to collect their child on time at the end of the class.

Please also ensure that children are aware that if no-one arrives to collect them, they should go back into the gym and speak to a coach. Young children in particular (up to age 10 as a guide) should be collected from inside the building.

Parents should not attempt to communicate with their child whilst they are participating in their gymnastics activity; the children need to focus on their tasks and the instructions of the coaches and distractions from this may cause a safety risk. If a parent needs to contact their child urgently during a session, for example in the case of an emergency, please come to the door of the gym where a coach will attend.

Parents are free to leave the gym during their child's session as the coaches are in loco parentis. However for younger children who need assistance in going to the toilet, please ensure that a parent or carer stays nearby the gym as the coaches are not able to carry out this role.

PARTICIPANTS: Children should ensure that they listen carefully to the coaches' instructions and try their best to carry these out. They should treat other children with respect and not touch them unless required as part of a coach-set activity. They should take care when moving around the gym for the sake of their own safety and that of other users of the gym. They should tell a coach if they feel unwell or have hurt themselves, and come back into the gym and contact a coach if they are not collected at the end of a session.

CONTACTING THE COACHES AND GETTING FEEDBACK

Please use email or telephone contact to inform us of minor non-urgent matters related to your child's training eg. Future absences, minor injuries etc, or ask your child to pass on a message. Coaches usually go straight from the end of one class in to starting off the next one and so are not generally available to talk to parents for anything more than a few minutes at the start or end of class. If you have a concern that you would like to discuss please contact the Head Coach to make an appointment.

We fully recognise that parents wish to be updated as to how your child is doing in their classes and of their progress. To this end we hold coach/parent forums over a week or two week period each year where parents of recreational and intermediate level children can sign up for a short appointment with their child's coach to discuss their progress and any areas of concern. If you would like some feedback outside of this time we are more than

happy to provide this; please telephone or email the Head Coach who will either obtain feedback from the coaches and pass it on, or facilitate an appointment if required.

We ask that parents do not make direct personal contact with individual coaches via social media please.

PRIVATE LESSONS

Some of our coaches are able to offer private sessions to one or two children at a time. Please email the Head Coach for details of these and to check availability.

BIRTHDAY PARTIES

We host birthday parties at TNAG. These are generally available on Saturday evenings or during the daytime on a Sunday, though some weekday slots may be available during school holidays. More information on the structured and unstructured options, together with terms and conditions, is available on the Birthday Party Information Sheet which can be downloaded from the website or requested by email.

CANCELLING CLASSES

We try extremely hard to honour our commitment to run our classes as timetabled. Classes will only be cancelled in extreme circumstances such as very poor weather conditions where it is not safe for staff or children to attend the gym, or in the case of staff absence where we are not able to provide suitable cover to allow the scheduled classes to run safely. In these circumstances we will use our best endeavours to contact those affected by telephone/email or via our website and social media accounts. Where possible, those affected will be offered a replacement class of an appropriate level.

ACCIDENT AND INCIDENT REPORTS

Any sporting activity in which children participate carries with it an inherent risk of injury and the nature of gymnastic activity increases that risk. Most of the injuries which occur during gymnastics sessions are minor bumps, bruises and strains. These will be recorded in the Accident Book and you will be informed and asked to sign this. This is to signify only that you have been made aware of what has occurred and what action has been taken or what we recommend you do in terms of medical attention. Of course, should you feel your child's injury requires further medical intervention then obviously please seek it, and keep us informed.

We also keep a log of untoward incidents that occur in the gym, such as issues between children, a child becoming upset or distressed, or cases where a child has had to be disciplined for poor behaviour. Once again, we will inform you if your child has been involved in such an incident and either ask you to sign the incident log to signify that you have been made aware, or email you a copy of it. We will also inform our Welfare Officer if appropriate.

WELFARE

As stated in our club vision, the overall health, happiness and well-being of all of our participants is our primary priority. We have adopted the British Gymnastics policies on Health and Safety, Safeguarding Children and Anti-Bullying. All of our coaches have undergone British Gymnastics child protection training.

If you have a concern about the welfare of any child that participates in gymnastics at TNAG, whether or not this relates to any aspect of the gymnastics training or surrounding life at the gym, please contact either the Head Coach or our Welfare Officer.

The Welfare Officer can be contacted by email to tnagwelfare@hotmail.com where she will respond promptly to let you know the next steps to be taken and an approximate timescale. If she deems it appropriate, outside help or agencies may be contacted. If the Head Coach is contacted about a welfare issue, the contact will be passed on to the Welfare Officer.

We are proud to adopt the British Gymnastics Safeguarding policy which can be found [here](#);

COMPLAINTS

We are very proud of the high level of gymnastics instruction which we provide to all of our participants at TNAG. However, we do recognise that there are instances when things do go wrong or when a parent may feel dissatisfied. In this instance, please email the Head Coach who will:-

1. Acknowledge receipt of the complaint and give an estimated timescale for the next steps to occur
2. Investigate the complaint and provide you with a written outcome
3. Provide you with details of how to appeal against the decision made.

If the Head Coach is at the centre of the issue or does not deem it appropriate for her to carry out the investigation, she will appoint a suitable alternative person to do so.

If you do not feel comfortable contacting the Head Coach regarding your complaint, please direct it to the Welfare Officer who will direct it on to an appropriate person.

COMMUNICATION, CLUB EVENTS AND HOW YOU CAN GET INVOLVED

Termly invoices, invitations to move classes and other specific matters relevant to your child will be sent out via email. Please keep us informed of any changes to your email address.

Entry forms for club events such as the annual club competition, Christmas displays, fundraising events etc are given out to the children at class, and spare entry forms are available in the viewing area at the gym, or can be sent out by email on request.

Reminders for closing dates for club events, term dates, and emergency information such as bad weather closures are made via our public website at www.tnag.co.uk and via our closed Facebook group (TNAG). If you are not already a member of the group and wish to join, please submit a request and if it is not approved within a few days please drop us an email and we will check the request and act upon it.

Our Friends of TNAG fund-raising committee are always keen to welcome new members. Contacts are in Appendix 1.

Former or current older gymnasts (suggested age 12+) who would like to maintain their interest in the sport and make a positive contribution to the club and gymnastics as a whole, are encouraged to contact a coach to discuss opportunities to get involved.

PART B: WOMEN'S ARTISTIC SQUADS

Since opening our doors in January 2008, TNAG has established itself as a specialist centre for excellence in Women's Artistic Gymnastics and is now firmly established as one of the top clubs in the East region and nationally. Much of the information contained in Part A of the handbook is relevant to our squad gymnasts and their parents, but there are also some additional matters which are relevant, which are contained here.

ATTIRE

Squad gymnasts should wear either a leotard or a shorts/crop top set for training. Shorts may be worn over leotards although at times gymnasts may be asked to remove shorts if they are happy to do so, in order to practice for competition (where gymnasts generally compete in a leotard alone). Underwear should not be visible under leotards/crop tops.

Extra clothing such as leggings, socks etc may be worn for warm up only, and gymnasts must ensure that this is put away in the changing rooms as soon as practicable after the warm up.

Gymnasts are permitted to depart from these clothing guidelines for medical or religious reasons – please just inform the head coach via email.

HAIR

Gymnasts' hair should be neatly tied back for training so that it does not obstruct their vision or interfere with their performance. Hair must be secured so that it does not hang below shoulder height.

Please ensure that your child's hair is properly secured prior to the start of their session.

On occasion, a preferred hairstyle will be set for competitions. Gymnasts are asked to wear the prescribed style wherever possible.

JEWELLERY

Jewellery should not be worn for training sessions. Newly pierced ears may be taped over during the first few sessions after the piercing. As soon as it is safely possible, the earrings should be removed.

EATING AND DRINKING

Please ensure that your daughter has a suitable supply of non-carbonated drinks for training, particularly in hot weather. Gymnasts will be given regular designated drink breaks and are also able to access their drink at all times upon request. For full day/double training sessions gymnasts will need to bring a packed lunch or tea, and coaches will offer snack breaks to their gymnasts within regular sessions as and when required. If a child has a medical condition which means they need to access food more regularly or an allergy that we need to be aware of, please ensure that we are properly informed.

LOST PROPERTY AND VALUABLES

Items left in the gym, changing rooms or viewing area will be disposed of if not collected. Please email or call us if you wish to enquire about a specific item of lost property and we will try to locate this and hold it for you to be collected.

We suggest that valuable items are not brought into and left in the changing rooms unless this is unavoidable. We do not accept responsibility for the loss of or damage to property left on the premises howsoever caused. Please ensure that your child is suitably educated that they must not touch, move or damage others' property and that doing so amounts to a breach of the Gymnasts' Code of Conduct (Appendix 3).

YEARLY PLAN AND TERMS

We run four quarterly terms of 12 weeks totalling 48 operative weeks per calendar years. Roughly these fall January-March, April-June, July-September and October-December. We usually break for one week around Easter, another in summer (usually the first full week of the regular school summer holidays) and two weeks over the Christmas and New

Year period. Other than this we do not run with the school terms and classes operate as normal through the school holiday times.

Term dates for each year are set at the start of the year where they are published to the club website at www.tnag.co.uk and set out on the covering email to the January-March invoice, with reminders on the subsequent invoices. Reminders as to the end of a term and start of a new one, and for the shutdown periods, are also posted on the gym doors and noticeboards.

Squad fees are calculated on the basis of the 48/49 operative weeks per year (depending on the total hours each gymnast trains). Some training sessions are offered on an ad hoc basis outside of the regular term sand when the recreational class programme is not running (save for the summer shutdown break when no sessions will run). The number of sessions offered will depend on coach availability, the time of year and proximity of forthcoming events, and the level of the squad concerned. All of these sessions are an additional privilege and there is no obligation for any such sessions to be offered.

FEE PAYMENT

We operate a rolling monthly membership system whereby your membership will continue on a rolling monthly basis until notice to leave is given. Payments are via a monthly direct debit system. Once you have confirmed your intention to join the club, you will be sent a link to set up your Direct Debit for fee payments via GoCardless. Once your DD has been set up, we will manually add the fees for the joining period prior to your first DD payment being made. Payments will be taken on 15th each month and this charging date cannot be altered. We operate for 48 weeks per year with payments spread equally across twelve months and it is not possible to pause your DD for holiday periods without giving up your place. In the case of a long term injury or absence for other reasons please contact the Head Coach to discuss a possible reduction in fees. Failed payments and unauthorised cancellation of your DD amounts to a breach of the terms and conditions of your membership and your child's place may be cancelled in these circumstances. If your child's hours change, we will alter your DD amount to the correct new figure.

COMPETITION/SQUAD ENTRY FEES

When gymnasts are selected to enter a competition, you will be asked, well in advance, whether your child is available for the proposed event. Payment of the entry fee will then be charged via your GoCardless Direct Debit account. If the request for the fee fails and this is not resolved in time, your child will not be entered for the event. On occasion the competition organiser may allow late entries, usually on payment of a penalty fee (two or three times the entry fee). If we are able to arrange this on behalf, you will of course be liable for the penalty fee.

For most competitions you are also asked to pay an additional amount on top of the entry fee as a contribution towards coach and judge travel and expenses. The amount of the total figure attributable to this element will be clearly set out.

ATTENDANCE, ABSENCE, CANCELLATIONS AND REPLACEMENT SESSIONS

This attendance policy is designed to ensure that your daughter gets the most out of her gymnastics training and that you and she understand the attendance requirements for our squad programme.

High levels of attendance is an expectation and requirement for all squad gymnasts and parents should be aware of the expectations in this regard prior to committing to their child joining a squad. As a guide, we expect a minimum of 80% attendance across all squads, with 90% being the expectation for the elite programme (ECS).

Attendance levels are one of the biggest factors which will influence your daughter's progression and we will monitor gymnasts' attendance carefully to ensure that this remains at the required level.

Regular attendance teaches children dedication and commitment and it also shows respect for the carefully planned daily, weekly, monthly and annual training plans which the coaches spend their time formulating. Poor attendance and/or lateness shows a disrespect for that planning and is disruptive and unhelpful for the child concerned, the other group members, and the coaches.

Obviously, gymnasts are not expected to attend training when seriously unwell, however depending on age and level gymnasts are expected to battle on through minor ailments such as colds and headaches, and we will work with you to find a common sense approach to each situation.

Similarly, where possible squad gymnasts are generally expected to continue to attend training when injured, in order to maintain fitness and conditioning levels and work the unaffected areas. The child's personal coach or another senior coach will liaise with the athlete and/or parent and medical professional where appropriate, to agree a suitable training schedule and programme of work for injured gymnasts.

Any medical diagnosis or advice on training shall be honoured and observed and gymnasts will not be expected to or permitted to work on the injury where advised not to, or where this causes pain or discomfort. Please ensure that we are informed of any injury sustained by your daughter as soon as possible, and kept up to date with medical advice as to what she is permitted to do in the gym.

Injured gymnasts will be given a suitable training programme to ensure that fitness and muscle memory is maintained on the unaffected areas of the body, and they will be incorporated into group activities wherever practical.

Occasional absences due to important school/social/family events, trips or vacations are permitted and indeed supported.

Where your daughter is unable to attend a scheduled session please let us know by contacting the Head Coach/Development Manager by email (or text message/WhatsApp if at the last minute).

Parents should also ensure that gymnasts arrive punctually for training and are collected on time. It is not acceptable for coaches to have to wait with a child who has not been collected on time. In these circumstances a charge equivalent to the coaches' private session hourly coaching rate may be levied to the parent, particularly if there are repeated cases of late collection.

Please note that where a gymnast misses a session for whatever reason, there is no obligation on the club to offer a replacement one and this should not be requested by the parent. If the coaches feel that the gymnast needs to have the missed session or sessions replaced, we will put in place arrangements for this to occur but once again this is a privilege and not a right. Whether or not a replacement session can or will be offered will depend upon the child's age and level, proximity to competitions or events and their usual attendance record.

Occasionally it will be necessary for us to cancel a session due to coach availability. We try to avoid this but it does happen on occasion and in those circumstances we will do our best to ensure that each affected child is offered a replacement session. This will be with either the child's regular coach or a suitably qualified alternative.

Where standards of attendance fall below expected levels, this may be a factor in a gymnast's place in the squad being terminated. Where attendance is poor, you will be given notification of this and a reasonable period of time for the attendance to improve before action is taken. Where the poor levels of attendance remain, a gymnast may be moved to a lower squad or out of the squad system altogether.

NOTICE OF LEAVING AND TERMINATION OF A PLACE

Parents are required to give one months' notice in writing of your child's wish to discontinue in the squad system at TNAG. Of course she is free to stop attending sessions immediately but you are liable for their fees until such period has passed, unless expressly agreed by the Head Coach.

The club is also able to terminate the squad place of any gymnast upon the giving of one month's notice. During a trial period (which is usually for a month long or term long period when a child is initially invited to join a new squad), we may terminate the child's place in the squad upon the giving of one week's notice either verbally to the parent, or in writing.

PROGRESSION, TRAINING HOURS AND MOVEMENT BETWEEN SQUADS

A copy of the squad structure which shows how gymnasts may move into the squad system and progress within it is appended to this handbook as Appendix 6.

It is our wish to enable every gymnast to fulfil their potential in the sport and if a gymnast shows the capabilities and qualities to work at a higher level than they are currently doing, please be assured that we will enable them to make this step up.

As well as physical ability, some of the factors which we will consider in determining whether a gymnast is capable of progressing to a higher level are; attendance levels, effort levels, concentration levels and focus during training, ability to listen and preparedness to make corrections asked, bravery and lack of fear, attitude to coaches and other gymnasts. We also consider the parents' adherence to the parental Code of Conduct and the attitude which a parent takes to their child's training as a factor in determining the right level of training for their child.

We operate a continuing system of review for all of our squad gymnasts and if we feel that any gymnast is not working at the level we expect for their current squad we will discuss this with you and either move the gymnast to a lower level squad which better fits with her ability or commitment level or offer her a place outside of the squad system altogether.

We will allocate the training hours to each gymnast and squad that we believe are appropriate and necessary for the gymnasts in the group to meet the targets and expectations for the squad and to perform successfully at competition. A high volume of training hours is an essential part of gymnastics training at a high level but we preserve the most training hours for those gymnasts that require it and justify it. We do not believe in gymnasts training very long hours at a very young age, or simply for the sake of it and wish to promote a balance of gymnastics and outside life so far as is possible. Gymnasts in the squads at TNAG frequently train for fewer hours than gymnasts of a similar level at other clubs yet compete as successfully or more so, as we believe that the quality of the training hours is more important than simply the quantity. It is one of our core beliefs that children in gymnastics should have a sufficient amount of free time to have a balanced and fulfilling childhood and we will actively promote a training regime where squad training hours are set at the very minimum needed for each gymnast to reach their potential.

RESPONSIBILITIES DURING TRAINING

Obviously, the extent to which children are able to take responsibility for the areas below will vary depending on their age, maturity and ability level but we have outlined below what we expect from parents, coaches and gymnasts during gymnastics classes at TNAG.

COACHES: Will arrive punctually for their training sessions and take a register and check the well-being of participants prior to the start of the session. They will lead or arrange for the children to carry out a warm up which will involve a pulse-raising activity and then

some muscle activation and/or stretching. They will set the gymnasts a developmental and progressive programme of work (either by way of a written programme and/or verbal instructions), support or assist the gymnasts as required and give technical feedback on the gymnasts' performance. Coaches will not routinely sit down during classes unless completing paperwork, supporting or eating a meal. They will remain active and involved throughout the session, only using mobile devices/tablets or laptops in order to inform or support the gymnasts' work, or when to do so does not detrimentally impact upon the running of the session. Coaches will dismiss the children at the end of their class and assist in the safe dispersal of the participants where necessary.

Coaches will abide by the Code of Conduct for Coaches which is attached to this handbook at Appendix 5 and the social media policy at Appendix 8.

PARENTS: Should ensure that children arrive for class on time, that they are properly attired and sent with a drink to be kept in the changing rooms (see above) and food/snacks if the session is a long one which involves a meal break. They should ensure that their child understands the importance of following the instructions of the coaches and in trying their best to carry out what has been asked. They should stress to their child the importance of trying their best, being polite and respectful to others, and taking care when moving around the gym. Parents should follow the Code of Conduct for Parents (Appendix 4) and encourage their child to follow the Gymnasts' Code of Conduct (Appendix 3) and the Code of Conduct for Squad Gymnasts (Appendix 3A).

Parents should ensure that the coaches are informed of any medical conditions or illness which may affect their child's performance in their class and that they or a designated adult is present to collect their child on time at the end of the class.

Please also ensure that children are aware that if no-one arrives to collect them, they should go back into the gym and speak to a coach. Young children in particular (up to age 10 as a guide) should be collected from inside the building.

Parents should not attempt to communicate with their child whilst they are participating in their gymnastics activity; the children need to focus on their tasks and the instructions of the coaches and distractions from this may cause a safety risk. If a parent needs to contact their child urgently during a session, for example in the case of an emergency, please come to the door of the gym where a coach will attend.

GYMNASTS: Participants should ensure that they listen carefully to the coaches' instructions and try their best to carry these out. They should work with a positive approach and be aware that as squad gymnasts they are expected to set a good example to other users of the gym with their conduct. They should treat other gymnasts and coaches with respect and let a coach know if they have been the victim of or have witnessed bullying behaviour. They should tell a coach if they feel unwell or have hurt themselves, and come back into the gym and contact a coach if they are not collected at the end of a session. Their conduct should fit with the values enshrined in the Athletes'

Charter and they should abide by the Gymnasts' Code of Conduct (Appendix 3), Code of Conduct for Squad Gymnasts (Appendix 3A) and the Social Media Policy (Appendix 8).

ENTRY FOR COMPETITIONS

Squad gymnasts are expected to be working at a level and to a standard that enables them to compete regularly and to a high standard. Generally speaking, for development and club level gymnasts, the competitions fall roughly into two seasons within the year; grades or compulsories in the spring (March-May) and voluntary levels in the autumn (September-November). Gymnasts are expected to move on progressively each season although this doesn't always mean moving up a level (see below).

There are complex rules regarding which grade or level gymnasts are permitted to compete at, and if and when they must, or may move up. Parents don't need to understand these rules but should be aware that progression does not automatically mean moving up a level – gymnasts might compete the same level for two or more seasons but still show progression within the rules for that level. Where the coaches have discretion as to which grade or level a gymnast competes at, they will make the decision taking into account all relevant circumstances and with the child's best interests at the centre of this.

It is our policy to enter gymnasts into competitions only where they are injury free, competently and confidently able to perform the required skills, have attended regularly in the preparation period and are mentally able to cope with the level of competition. On occasion a gymnast will be given performance targets which are to be met within a set timescale in order for her to be entered into the competition. Where needed you will also be informed of what is required and by when. We will endeavour to make a decision regarding a child's readiness for competition well in advance of the deadline for entry, but there may be occasions where a gymnast has not met this criteria at the time of the entry deadline. If appropriate, you will be contacted to discuss whether the child should be entered, to give her more time to display her readiness. If and when this occurs, the parent will bear the cost of this entry and the ultimate decision will be at the discretion of the coach.

SQUAD SELECTIONS

Gymnasts may be eligible for selection into county, regional and national squads based on their competition performances. Where such selections are made you will be informed by email. Where a gymnast is selected for a squad we will ordinarily support that selection and allow the place to be taken up, but there may be rare occasions where we feel the squad place shouldn't be accepted (for example if the gymnast is now injured or has had a dramatic drop in level since the selection was made which would make attendance at the squad sessions inadvisable).

Where a gymnast is a member of a squad, we will use our best endeavours to send a suitable coach from TNAG to assist and support the gymnast at their squad training sessions, if this is permitted by the squad organisers. Please note that this may not always be the child's regular coach, and gymnasts will benefit from working with different coaches in these circumstances. In some instances it may not be possible for a coach to attend in which case we will arrange a training programme for the gymnast and arrange for a coach from another club who will be in attendance to assist and supervise the gymnast.

Where a coach or coaches from TNAG are in attendance at squad sessions which involve an element of travel, they may be able to assist with transporting gymnasts to and from the squad. This will be in accordance with the British Gymnastics welfare policy, which prohibits a coach from being alone with a single child and therefore will only be viable when more than one gymnast is travelling in a vehicle with the coach. Here there will be a communal pick up and drop off point. Please note that it is not always possible for coaches to assist with transporting gymnasts to and from squads and getting her to these sessions remains the responsibility of the parent, and this responsibility should be taken into account before accepting a place in a squad.

Parents are encouraged to arrange lift shares for circumstances where groups of gymnasts need to be transported to and from squad sessions and all gymnasts and parents are encouraged to enter into those arrangements.

TRAINING OUTSIDE OF TNAG

Gymnasts in the TNAG squad system should not train or practice gymnastics at another training centre or club without their coach, unless express permission is given for this by the Head Coach. This includes open or play sessions. The reason for this (as well as the inherent risk of injury) is that unsupervised training can lead to a gymnast developing bad habits and techniques by learning new skills without the proper progression or development, which can often be difficult to correct and impede the gymnast's longer term development.

This includes other "sports" or activities which include an element of gymnastic skill such as cheerleading or trampolining – whilst permission would not be unreasonably withheld for a gymnast to participate in these other activities, it should be sought and obtained before the child is enrolled in such a programme. (Occasional visits to trampoline parks do not need to be disclosed - proceed at your own peril!).

This also applies to practicing gymnastics at home. Squad gymnasts may be asked to work on certain conditioning, rehab/prehab, strength or flexibility work at home, once the technique and requirements of what is being practiced have been explained properly by a coach or specialist practitioner. However, gymnasts should not practice actual gymnastics skills at home due to the risk of injury and the additional risks outlined above. For this reason we do not support or encourage the purchasing or housing of "home gym"

equipment or training aids and will not offer advice on this or allow the re-sale of such items to be advertised via our social media pages.

PARENTAL VIEWING OF TRAINING SESSIONS

We are very proud of the level of coaching and the training environment that is provided at TNAG and are very happy to offer an open training environment.

We would suggest parents of squad gymnasts watch their child's sessions occasionally rather than regularly. This is for several reasons; to promote the child's independence, to ensure that their concentration is fully on their gymnastics and the instructions from their coach, to ensure that they do not feel unintended additional pressure to succeed, and to reduce the risk of parents developing an unhealthy level of involvement in the intricacies of their child's training and progression; to the detriment of the child.

There may be really good reasons for wanting to watch a session; for example, parents may want to see their child performing a newly acquired skill, or to more generally check in on their progress, or visiting relatives might like to see the gymnast training and we fully support those motives. We simply ask that you give thought to the reasons behind us not recommending regular viewing when making your own decision as to how to proceed.

CONTACTING COACHES

Please contact the Head Coach or Development Manager by email to notify us of an absence, injury, lateness or any welfare issue or to seek feedback on your daughter's progress. We will liaise with the personal coach and provide an answer or set up an appointment to discuss further if required. Our coaches are paid by the hour for their coaching work and are not expected to deal with administrative issues in their free time. We also have to ensure that proper procedures are followed particularly for any welfare related issue and the personal coaches may not be able to adhere to this. Therefore please do not contact your daughter's personal coach via email, text/messaging or social media, save for in an emergency.

Some coaches may set up Facebook/Whatsapp groups with the parents of their gymnasts in order to communicate regarding training times, leotards/hairstyles for competitions etc, and where this is done on the instigation of the coach of course it is fine to enter into those discussions, but please ensure that matters such as missed sessions, injuries, queries about progress etc are properly directed as set out above.

We recognize the arena of social media can be a complex one and have put together some guidelines in our social media policy which is attached to this policy at Appendix 8.

We provide annual progress reports for all squad gymnasts where parents are able to book an appointment with their child's coach to discuss their progress, address any areas of concern and discuss the plans for the year ahead. These usually occur in November/December each year. We are more than happy to provide feedback or discuss any areas of concern that you may have outside of that period; please email or telephone.

ACCIDENT AND INCIDENT REPORTS

Any sporting activity in which children participate carries with it an inherent risk of injury and the nature of gymnastic activity, particularly at a high level, increases that risk. Most of the injuries which occur during gymnastics sessions are minor bumps, bruises and strains. These will be recorded in the Accident Book and you will be informed and asked to sign this. This is to signify only that you have been made aware of what has occurred and what action has been taken or what we recommend you do in terms of medical attention. Of course, should you feel your child's injury requires further medical intervention then obviously please seek it, and keep us informed.

We also keep a log of untoward incidents that occur in the gym, such as issues between children, a child becoming upset or distressed, or cases where a child has had to be disciplined for poor behaviour. Once again, we will inform you if your child has been involved in such an incident and either ask you to sign the incident log to signify that you have been made aware, or email you a copy of it. We will also inform our Welfare Officer if appropriate.

Given the high standards of work and behavior expected from our squad gymnasts, there may be situations where a squad gymnast is stopped from working on a particular event, asked to sit out, or stopped from training altogether. Examples of when this occur might include; where a gymnast has become distressed and upset and isn't able to train safely, when the gymnast has displayed a poor attitude to the coach or other gymnasts and is not training in accordance with our values and principles as embodied in the Codes of Conduct and Athletes' Charter. When there has been a serious incident of the kind outlined above, we will complete an Incident Report and make you aware of what has occurred. Where there is an ongoing issue of this nature, we will contact you to make you aware of the problem and make clear what the expectations are in terms of improvement. Repeated incidences of this type are potential grounds for a child to be moved from their existing squad or out of the squad system entirely.

WELFARE

As stated in our club vision, the overall health, happiness and well-being of all of our participants is our primary priority. We have adopted the British Gymnastics policies on Health and Safety, Safeguarding Children and Anti-Bullying. All of our coaches have undergone British Gymnastics child protection training.

If you have a concern about the welfare of any child that participates in gymnastics at TNAG, whether or not this relates to any aspect of the gymnastics training or surrounding life at the gym, please contact either the Head Coach or our Welfare Officer.

The Welfare Officer can be contacted by email to tnagwelfare@hotmail.com where she will respond promptly to let you know the next steps to be taken and an approximate timescale. If she deems it appropriate, outside help or agencies may be contacted. If the

Head Coach is contacted about a welfare issue, the contact will be passed on to the Welfare Officer.

COMPLAINTS

We are very proud of the high level of gymnastics instruction which we provide to all of our participants at TNAG. However, we do recognise that there are instances when things do go wrong or when a parent may feel dissatisfied. In this instance, please email the Head Coach who will:-

1. Acknowledge receipt of the complaint and give an estimated timescale for the next steps to occur
2. Investigate the complaint and provide you with a written outcome
3. Provide you with details of how to appeal against the decision made.

If the Head Coach is at the centre of the issue or does not deem it appropriate for her to carry out the investigation, she will appoint a suitable alternative person to do so.

Parents should be aware that competitive gymnastics is an activity that brings with it an inherent element of pressure, and where disciplined training is a necessary part of keeping every child safe, and enabling them to fulfill their unique potential. We believe that structured training sessions, where gymnasts are expected to work hard, listen to coaching points and try to implement these and to treat those around them with respect leads to a happy and productive training environment for gymnasts and coaches, which we believe has been created at TNAG. However, it is certainly the case that the type of training required for competitive gymnastics is not an environment which is right for every child and we suggest that parents considering accepting a place in one of our squads, or moving up to a higher squad, observe one or more squad training sessions to gain an understanding of the expectations.

Despite the inherent stress that comes with competitive sport, and the discipline that is required in training, our coaches are expected to always treat every child with dignity and respect. Any issue raised with us where a parent believes that this has not happened, will be treated seriously, properly investigated and appropriate action taken.

COMMUNICATION

Termly invoices and notes regarding competition entries are usually sent out by email. Please ensure that the contact which you have given us is an account which is checked regularly and update us of any change in email address or emergency telephone contact.

FUNDRAISING, GETTING INVOLVED, AND HELPING OUT

We are pleased to have a specific fund-raising and support arm, the Friends of TNAG who arrange and support club events, social activities and fund-raising initiatives.

In recognition of the heavy commitment that the club makes to its squad members we ask parents of squad gymnasts to make a contribution to the club by supporting club events and fund-raising initiatives in conjunction with the Friends of TNAG. As a guide, we ask that you give one volunteer hour per year per family for each two hours per week that your daughter trains. This may encompass helping out with selling teas and coffees at the club competition, taking part in a pit clean, taking door money at the Christmas display, or preparing sandwiches for the Christmas parties (by way of a few examples). Our Friends of TNAG committee will help to allocate roles and monitor the contributions. Please feel free to contact them if you have a fund-raising suggestion or an idea for how your skills may be of benefit to the club.

For those who would like to get more involved, new members of the Friends of TNAG group are always welcome, please see the contact details in Appendix 1.

Former or current older gymnasts (suggested age 12+) who would like to maintain their interest in the sport and make a positive contribution to the club and gymnastics as a whole, are encouraged to contact a coach to discuss opportunities to get involved.

APPENDIX 1 – CLUB CONTACTS

OUR FACILITY:

The Norfolk Academy of Gymnastics Ltd.
Unit 10
Rookery Business Park
Silver Street
Besthorpe
Attleborough
Norfolk
NR17 2LD
Tel: 01953453309
Club Website: www.tnag.co.uk

THE HEAD COACH:

For all general enquiries/communications:
Sara-Jane Inglis at info@tnag.co.uk

THE DEVELOPMENT MANAGER:

For queries regarding club events such as the club competition, General Gymnastics Squad, Christmas events and badge testing/awards:
Helen Inglis : hothel2002@yahoo.co.uk

PRE-SCHOOL CLASSES

For all queries regarding the pre-school programme:
Tracy Appleby at
tnag.preschool@outlook.com

FRIENDS OF TNAG EVENTS AND FUNDRAISING COMMITTEE

If you would like to get involved in supporting club events and fundraising initiatives
tnag.friends@outlook.com OR search Friends of TNAG on Facebook.

WELFARE

Club Welfare Officer: Emma Archer can be contacted by email on
tnagwelfare@hotmail.com

APPENDIX 2 – BANK DETAILS

PAYMENT OF FEES BY STANDING ORDER INFORMATION

Below are the details you will need to provide to your bank should you wish to make payment of your fees by monthly standing order.

You will find the relevant amount for your standing order on your invoice. Please use the child's name as the reference on the payment (or initials and last name if the payment relates to more than one child).

Our bank account details:

Bank name:	HSBC
Branch address:	18 London Street, Norwich NR2 1L
Account name:	The Norfolk Academy of Gymnastics- Current Account
Sort code:	40-35-09
Account number:	62696754

APPENDIX 3 – GYMNASTS' CODE OF CONDUCT (ALL LEVELS)

TNAG gymnasts **will**:

- Do their best to attend classes on time
- Listen to and follow the instructions of their coaches at all times
- Tell a coach if they have any injuries or feel unwell during a class
- Try their hardest to achieve the tasks they are set
- Tell a coach if they believe that another member of the class is being bullied or unfairly treated by other participants in the gymnasium
- Abide by the club's Social Media Policy

TNAG gymnasts will **not**:

- Attend training if they are injured or otherwise unwell so as to mean that they cannot participate fully in the session (unless a prior arrangement has been reached with a coach)
- Leave the gymnasium without first obtaining the permission of a coach
- Attempt a new move or series of moves without the permission, support or supervision of a coach
- Enter the gymnasium at the start of a session until asked to do so by a coach
- Be rude or disrespectful to coaches
- Criticize the performance of another participant to that or other participants
- Express negativity towards the club, its gymnasts or coaches on social media sites (see further the social media policy)

APPENDIX 3A – CODE OF CONDUCT FOR SQUAD GYMNASTS

Gymnasts in the Development and Foundation Squads and the Competition Squads will be representing TNAG in competition at various levels. In addition to abiding by the general code of conduct for all gymnasts, squad gymnasts are also expected to abide by the following additional code.

TNAG squad gymnasts **will**:

- Ensure that they do their absolute best to attend both regular and any scheduled extra training sessions at all times and in the run up to competitions in particular and ensure that a coach is notified in advance where possible or at the earliest opportunity afterwards, if a session is to be missed
- Be polite and courteous to all other competitors, coaches and officials at events regardless of the outcome of the competition
- Support any other TNAG gymnasts competing at the event by watching and applauding their performances as appropriate (in some cases a coach may instruct a gymnast not to watch a particular performance for example if the gymnast is next to perform in which case the specific instruction of the coach overrides this general policy)
- Ensure that they remain at a competition venue until the end of the medal ceremony if they are required to attend that ceremony (failure to attend the medal ceremony can on occasion lead to the gymnasts' or team's result being invalidated)
- At all competitions, squads, trials and other events at which they represent TNAG behave in a manner which reflects positively on the club and promotes its good reputation
- Dress appropriately for competition in club clothing, worn tidily and present themselves appropriately at all times and to follow the instructions of their coaches regarding attire
- If using social media sites to discuss their gymnastics, do so in a sensible and respectful manner which reflects well upon themselves, their team mates and their club and to abide by the club's social media policy

TNAG squad gymnasts will **not**:

- Ever cheer celebrate or delight in the failure of, or mistakes made by, another gymnast from TNAG or any other club, at any time during any training session, squad session, trial or competition
- Criticize the performance of any other competitor or official
- Leave the gymnasium at any competition, squad session or trial without the consent of a coach and, where necessary, an official
- Train at a venue or club other than their own without the supervision of a TNAG coach, without express permission.

APPENDIX 4 – PARENTS’ CODE OF CONDUCT

Parents are asked to abide by the following Code of Conduct. This has been designed to help ensure that all of our participants and visitors have a positive experience and that the atmosphere in our gymnasium and viewing area is a positive and friendly one and that a strong “team spirit” is established which includes everyone involved with TNAG

Parents **will**:

- Ensure that their child attends their class on time
- Ensure that their child is dressed properly for their class (has no loose clothing, long hair tied back neatly and out of their face and is not wearing any jewellery - see the General Information Sheet for further details)
- Do their best to encourage their child to abide by the Code of Conduct for Gymnasts
- Ensure that their child has an adequate supply of an appropriate drink to last the duration of their class, particularly in hot weather
- Remind their child of the importance of listening to and following the instructions of their coaches
- Inform a coach of any disability, injury or ailment which may affect their child’s performance or safety in the gymnasium, or the safety of others
- If using social media and discussing their child’s gymnastics, do so in a sensible and positive manner which reflects well upon themselves, their child and the club (see further the social media policy which parents should abide by)
- Be a positive role model for their child by encouraging sportsmanship, showing courtesy, respect and support for all gymnasts, coaches, officials and spectators
- Teach their child that doing one’s best is more important than winning
- Emphasize skill development and learning to their child, over winning
- Respect the officials and their authority during competitions

Parents will **not**:

- Force their child to participate in gymnastics against their will
- Use alcohol, tobacco or drugs at training sessions or during competition

- Engage in any negative, unsportsmanlike conduct, at training, competition or at any other time, including on social media sites (and see further the Social Media Policy)
- Ridicule or shout at their child or any other child for making a mistake or losing a competition
- Discuss, question or confront coaches during a training session or competition (instead parents should speak to the coach with any queries at an appropriate and mutually agreed time and place)
- Ever instruct their child not to listen to a particular coach or suggest that a coach is wrong
- Attempt to communicate with their child or another child during a training session (including during meal, drink or toilet breaks) except in the case of an emergency
- Text their child's coach except in cases of emergency or when informing them of an absence etc. Parents should use email or book an appointment to discuss a child's progress, competition levels etc. Texting is not an appropriate format for this kind of discussion

APPENDIX 5 – CODE OF CONDUCT FOR COACHES

This Code sets out the standards in accordance with which TNAG coaches operate. If you believe a breach of this code has occurred, please contact the Head Coach or the Welfare Officer who will investigate the matter.

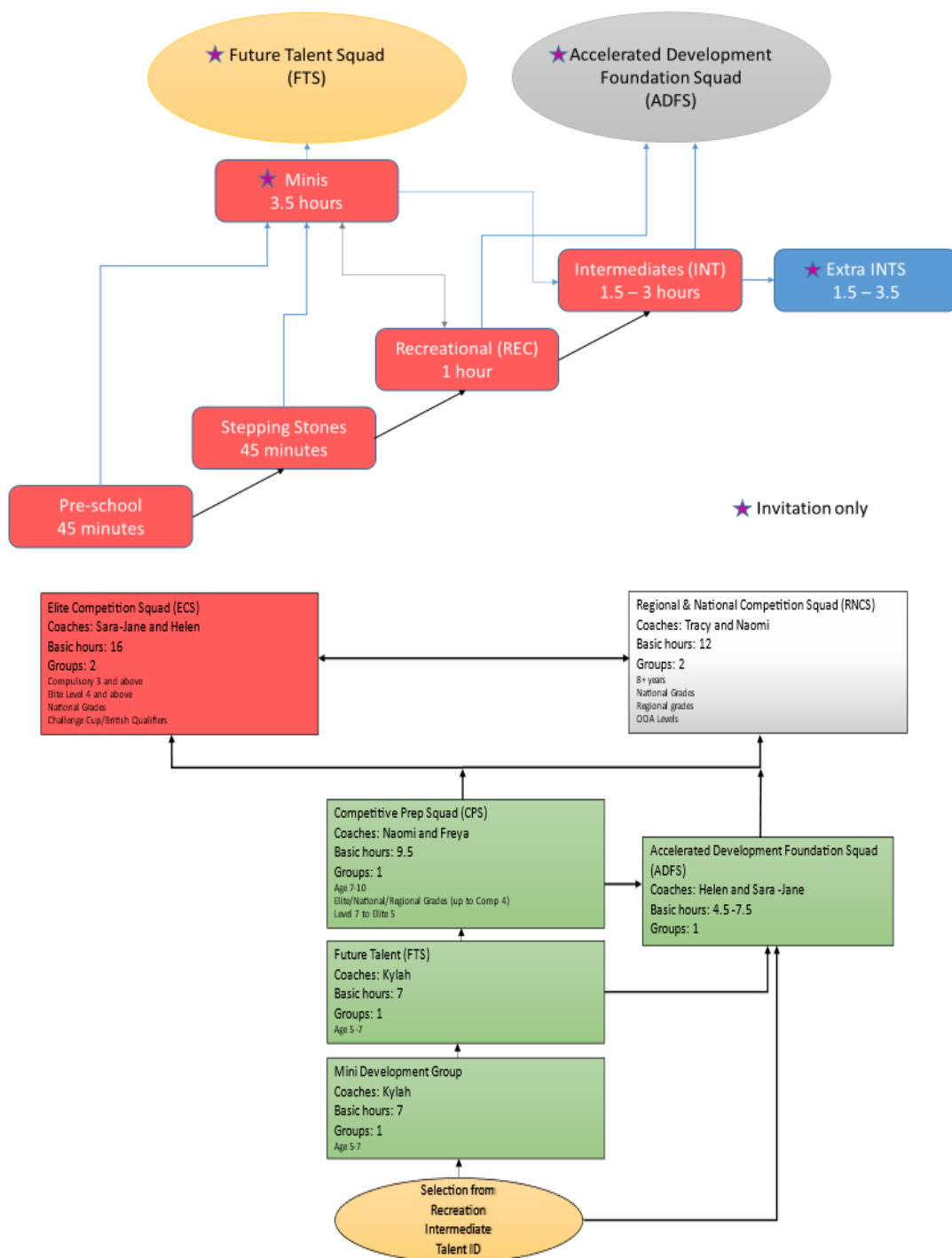
TNAG coaches **will**:

- Hold British Gymnastics coaching qualifications appropriate to the level of class being taught and valid current clear Criminal Records Bureau checks (please note that coaches are permitted to teach skills one level higher than the level of their qualification when under the supervision of a more highly qualified coach whilst working towards their next qualification.)
- Treat all participants with dignity and respect
- Act in accordance with the British Gymnastics policies on Child Protection, Equality and Health, Safety and Welfare (all of which can be downloaded from the British Gymnastics website)
- Give each participant the right to self-determination
- Ensure each participant is set tasks appropriate to their age, development and the level of their ability
- Attend punctually for scheduled classes
- Respond politely to any appropriately made queries or requests for information from parents or guardians or ensure that the query is passed on to an appropriate other person record all accidents or incidents of note in the Accident Book
- Take appropriate action if he or she reasonably suspects that a participant or group of participants are being subjected to bullying in the gymnasium
- Make a report to the Welfare Officer if he or she has reasonable concerns that any child may be the victim of abuse
- Where participants are to be entered for competition, to ensure that they are entered at the most appropriate grade or level for their age, ability and personal desires and that they are able to safely perform the elements required

TNAG coaches will **not**:

- Wear jewellery whilst coaching
- Chew gum whilst coaching
- Smoke in or in the vicinity of the gymnasium or anywhere where they may be seen doing so by TNAG gymnasts or parents
- Swear or use other inappropriate language in the gymnasium
- Intimidate, bully or harass any participant or group of participants
- Communicate directly with a child aged under 16 save in accordance with the social media policy
- Discriminate against any participant, parent, visitor or other coach on the basis of their race, disability, sex, age, religious belief or sexual orientation
- *(Please note that particular treatment on the grounds of sex or age may be justified and at times in accordance with TNAG's policies - for example we currently do not have the facilities or coaches to teach competitive level boys and therefore boys who have the talent and desire to reach that level are referred to other clubs. Similarly, many of our selection policies will be based on selecting girls at an optimum age for them to develop into elite gymnasts.)*

APPENDIX 6 - CLUB STRUCTURE



APPENDIX 7 – PRIVACY POLICY

The Norfolk Academy of Gymnastics Ltd. is a data controller and is committed to complying with our legal responsibilities under data protection law. We take your privacy seriously and will ensure your personal information is kept secure.

When we collect, use, share, retain or do anything else with your personal information (known collectively as 'processing') we are regulated under the General Data Protection Regulation (GDPR) and are responsible as 'controller' of your information.

This notice applies to you if you are:

- An existing or prospective member of our club;
- A person with parental responsibility for a member;
- An existing or prospective club volunteer or official; and

This policy contains key information about how we use your personal data and your associated rights.

We register with British Gymnastics who governs the sport, provides insurance for clubs and individual members and offers competitions and events. It is a condition of British Gymnastics club registration that all our club members also register as individual members of British Gymnastics. We also affiliate to the Norfolk Gymnastics Association (NGA) and Eastern Counties Gymnastics (ECGA) who run competitions and events in which we may participate.

The categories of personal information we process includes:

- Contact details* (gymnast or parent and emergency contacts)
- Gymnast date of birth*
- Gymnast gender
- Any relevant medical conditions and/or disabilities and additional related information
- Other relevant individual needs for example, information about learning, religious or other support needs.

British Gymnastics collects the above information on our behalf when you join or renew your British Gymnastics membership

- Any individual risk assessments (gymnasts and others if applicable)
- Details of any reasonable adjustments or steps taken to support your individual needs
- British Gymnastics membership details* (which are confirmed by British Gymnastics when you join or renew)
- Gymnast attendance and achievement records
- Any communications from, to or relating to you
- Details relating to standards of conduct
- Any accident or incident reports including details of injuries
- Bank details (If you are making regular payments to us or we are making payments to you e.g. for volunteer expenses)
- Experience, qualifications, training and confirmation that you have completed a

criminal record check (prospective or existing volunteers).

The information marked with an * above is essential for us to provide your membership. It is your choice whether you provide all the information we have requested but not providing information may affect our ability to meet you or your child's needs and to protect their well-being.

If you are a competitive gymnast, we record other information about you to support your training and participation in competition such as:

- Training and technical information
- Lifestyle information
- Nationality (if you are competing at international level)

If you attend an event or trip with the club, we will also collect the following information where relevant:

- Dietary requirements and any other relevant information that we need to know to ensure your needs are met; and
- Passport information if the trip is abroad.

We use the information we hold about you for a variety of purposes, which are outlined below. Data protection law requires us to tell you what our legal reason is for each purpose.

Contractual purposes

When you ask us to provide you a service, such as club membership, gymnastics classes, competitions, trips or other activities, or you buy a product from us, we usually need to use information about you to provide this product or service, for example:

- To contact you to confirm arrangements;
- To notify you about changes to terms and conditions;
- To tell you when it is time to renew membership or re-register for activities
- To process payments or send you receipts required.
- To provide you with the services to which you have subscribed.

We do so because it is necessary for the performance of a contract.

Legal obligations

We have a duty of care to ensure it is safe for you or your child to take part in gymnastics activity and to keep you/them safe while participating. Some individuals may be at risk of harm from participating in gymnastics activity as a result of a pre-existing condition. It is vital that you let us know if there is any reason why taking part in gymnastic activity may be unsafe prior to participation. With your agreement, we will review any information you provide and undertake risk assessments in consultation with yourself and any appropriate trained professionals e.g. medical consultants.

When we ask participants to provide relevant health information such as details of medical conditions, medication needs, allergies or injuries, this is because we have a legal obligation.

If you are selected for a role at the club, we will usually obtain a reference from any appropriate organisation or individual you have nominated.

When you tell us about any special needs such as disabilities or other support information we may use relevant information to comply with our legal obligations under the Equality Act 2010. We will review any information you have provided to help us identify any actions we can take to support inclusion. We may need to ask you for more information to help us to best meet your or your child's needs. We will keep a record of any steps we take to support inclusion.

If you are wishing to volunteer or work for us, we may need to ask you to complete a criminal record check as we have a legal obligation to do so. We jointly control the checking process with British Gymnastics who is responsible for the assessment of any content on the check and will only share information with us where it is appropriate. For example, if you are considered by British Gymnastics to be unsuitable to take on the role, we may share relevant and proportionate information about criminal offences where it is deemed that while you are not considered unsuitable to take on the role, if it is considered necessary for safeguarding purposes.

When we retain information about you, even after you are no longer taking part in gymnastics activity, this is often because we are required to do so by law such as records we are required to keep for business and accounting purposes. Sometimes we are also legally obliged to share information about you with third parties. More information is provided below.

We rely on legitimate interests for the following purposes:

- Responding to communications, concerns or complaints and seeking feedback from you about our services.

We will use the information you provide to respond to any comments or questions you raise and where appropriate to undertake investigations into any complaints or concerns. On occasion, we may contact you to seek your views on the services we provide.

Holding emergency contact information

When you join the club, we collect contact details. We also ask you to provide an emergency contact which we will only use in exceptional circumstances if we are unable to contact your primary contact e.g. a parent.

Maintaining attendance registers, achievement records and waiting lists

For health and safety purposes and club records, we need to maintain a register of those in attendance at training or other club activities.

If there are no places in the club, we can place you on our waiting list and will contact you using the details you provide to inform you when a place is available.

- Entering you into a competition and providing results

If you wish to take part in a club competition, your information (usually your name, date of birth and gender and BG membership number) will be used to enter you into the appropriate category and your score will be recorded. Results of competitions are normally published on our website.

If you wish to enter a competition organised by another gymnastics body, including British Gymnastics, ECGA and NGA we will provide your information to the organiser to enable you to take part in the competition or event that they are organising.

- Collecting additional information to support a participant attending a club trip

Occasionally we organise residential events or trips. If you or your child registers for one of these events, we will need to collect additional information, that may vary dependent on the specific activities and whether they involve meals and travel. Additional information we require may include passport information and any other relevant information necessary to provide support whilst away from home.

Monitoring performance and undertaking fitness assessments

If you or your child are/is a competitive/elite/squad gymnast, we will need to collect additional information about you/them. We track and monitor gymnast's performance in training, trials and competition and undertake regular fitness assessments. We may require additional information about lifestyle and education if you or your child are/is training at an elite level and requires time out of school or lifestyle.

To monitor that you have completed any required safeguarding training and criminal record checks

If you undertake a role where a criminal record check and safeguarding training are required, we will receive confirmation from British Gymnastics if your check is approved and that you have completed the required safeguarding training.

Filming for coaching purposes

On occasion, we may film gymnasts e.g. during a gymnastics session for coaching purposes. Videos taken at training sessions for individual coaching purposes will not be used for any other purpose without prior consent.

Photography and filming [at large club events] to promote the club

We may take photos at club events to promote the club on our website, club social media account and in communications. At our club events such as our annual club competitions, awards night and displays we may film the event to create a DVD. We publish images on our website, social media account and in our communications. Any images of children will be published in line with our safeguarding policy.

Running and monitoring our club website and social media

We do not use any tracking or analytics on our website. Your IP address will be logged by our webserver but we would not be able to identify you from this information alone.

We have carried out a legitimate interest assessment (LIA) to ensure that the above processing is necessary and is carried out in a way that ensures a balance between the club's interests and your individual interests, rights and freedoms with appropriate safeguards, especially to protect the interest of data subjects who are children.

You have a right to object to the use of your information for any purposes we undertake based on legitimate interests. Further information is provided in the section below on individual rights.

Consent

We rely on consent in the following circumstances:

To use your email or telephone numbers for marketing purposes

To take photographs and video at a small club event or training for publication.

With your consent, we may also take photos during training or at club events to promote the club on our website, club social media account and in communications. All film and photos of children will be published in line with our safeguarding policy.

When you have given us your consent for your personal information to be used for a particular purpose, you have the right to withdraw this consent at any time, which you may do by contacting us using the contact details below. If you provided (any) consent(s) for a specific purpose as part of the information you provided on our behalf through the British Gymnastics membership platform, this (these) consents can be withdrawn at any time by logging into your British Gymnastics account. Your withdrawal of consent will not affect any use of the data that was made before you withdrew your consent.

Special categories of personal data

Special categories of personal data are a category of information that is more sensitive and requires greater protection. Some of the information we process falls into this category (e.g. health/medical data or any information you provide to us about a disability or your religion, race or gender identity). It is unlawful for organisations to process this type of information unless an additional legal condition applies. We will only process this type of information if one of the following applies:

- You have given your explicit consent or have made this information public;
- We are required to do so to establish, exercise or defend a legal claim;
- We are required to do so to comply with employment or social security or social protection law;
- Legitimate activities of a 'not for profit' organisation;
- There is a substantial public interest in doing so; or
- It is in your vital interests and you are unable to provide consent e.g. if you are unconscious or do not have sufficient mental capacity.

Marketing

With your consent, we will send you our newsletter and other information about our activities, services and products that we think might be of interest to you based on your age, interests and experience. We will send you this information by email (subject to your communication preferences).

You can ask us to stop sending you this information at any point by responding to the relevant communication with the word 'STOP' or by following the instructions in the relevant communication. It may take a reasonable period of time for this to take place.

Why we share information about you

We have a legitimate interest in sharing your personal information with British Gymnastics to ensure the sport is safe and well-governed and where relevant to access support and advice.

We may also be required to share your personal information in the following reasons:

- Complying with legal and/or regulatory responsibilities

We may be required to share information with bodies such as Her Majesty's Revenue & Customs (HMRC), Health & Safety Executive (HSE), Police and Information Commissioner's Office (ICO). We may also share information with other organisations to safeguard children. Any information that is shared will be strictly limited to what is required to ensure children are protected from harm and will be carried out in accordance with the law and relevant government guidance.

- Insurance
- Obtaining legal or professional advice
- Obtaining a service from a third party

All service providers are contractually required to ensure your information is secure and cannot use this information for their own purposes. Where we are required to share information with them to provide the service, we only disclose information that is strictly necessary to deliver the service.

Except for the above, will only share your information with any other third parties with your prior agreement.

We will not transfer your information to any other country or organisation outside the EEA unless there is a European Commission adequacy decision for the specific country to which the data is transferred or where we can be certain that there are adequate safeguards provided for your information and individual rights standards that meet the GDPR requirements.

Please contact us using the contact details in this notice if you would like further information about why transfers to the above countries are permitted under GDPR.

Individual rights

You have important rights under data protection law. In summary these include:

- To be informed about how your information is processed (set out above)
- To access any personal data held about you

You have the right to access the personal information we hold about you. You can log in to 'My Account' at any time to view/amend/delete the information we hold about you that has been collected by the British Gymnastics system. You can also request a copy of any other information we hold by writing to us using the contact details below.

- To have your data rectified if it is inaccurate

If you think that any of the information we hold is inaccurate, you can ask that corrections are made. We will either make the requested amendments or provide an explanation as to why we are not making changes

- To have your data deleted (except if there is a valid lawful reason to retain it)

If you do not renew your membership or cease to have a relationship with the club, we will delete any information you provided within two years except for any financial/accounting records which need to be retained for six years in line with UK tax law. Additional information that has been provided solely for the purpose of participating in a specific activity will be deleted after the event

Video footage that has only been taken for coaching purposes will be retained only for as long as it is required for that purpose and in most cases, will be deleted within six months. Photographs and other video footage captured for promotional purposes will be retained for up to 4 years old. After this time, they will be deleted unless we consider them to be

of public interest and should consequently be archived for historical purposes. Where images have been published on social media, these platform providers may continue to process your data after the retention period has lapsed.

You have a right to request the deletion of your information in advance of the above retention periods. We will delete this information unless there is a lawful reason for the information to be retained.

- To have your information restricted or blocked from processing

If you object to processing, we will restrict the processing of your information for the purpose to which you are objecting whilst we review your objection.

- To portability

If you wish to move to another club, you can transfer your information to another club registration by logging into 'My Account' on the British Gymnastics system. Alternatively, if you wish to leave the club, the information you provided on behalf of our club will be archived on the British Gymnastics system for 60 days and will be deleted after this has lapsed. During this period, you can transfer your information to another club. This may be limited to your club membership

- To object to:

- Any processing based on legitimate interests

The right to object is specific to the data subject's particular situation. We will stop processing your personal data unless we can demonstrate compelling legitimate grounds for the processing, which override your individual interests, rights and freedoms or we need to continue to process your information in connection with a legal claim.

- Your personal information being used for direct marketing activities

You can object to our direct marketing activities by unsubscribing from the relevant communication as described above in the marketing section of this notice.

To exercise any of your rights or if you have any questions about our privacy notice please contact:

Sara-Jane Inglis at info@tnag.co.uk

While we hope to be able to resolve any concerns you have about the way that we are processing your personal data, you have the right to lodge a complaint with the Information Commissioners Office (ICO) if you believe your data has been processed in a way that does not comply with the GDPR or have any wider concerns about our compliance with data protection law. You can do so by calling the ICO helpline on 0303 123 1113 or via their website.

Changes to the privacy notice

We keep our privacy notices under regular review.

This privacy notice was published in August 2018.

APPENDIX 8: THE NORFOLK ACADEMY OF GYMNASTICS SOCIAL MEDIA POLICY

This policy has been written in conjunction with the British Gymnastics guidelines for the use of social media. Its primary objectives are to protect the children and young people who are our members (either as gymnasts, coaches, helpers or volunteers), provide a safe and positive environment in which our members and their parents and families can promote the club and its achievements, and to present the club in a professional manner.

How do we maintain a positive image of The Norfolk Academy of Gymnastics?

In addition to protecting children in our club, those connected to TNAG have a responsibility to maintain a positive image of the club and the sport of gymnastics.

Our social media policy has been developed to provide a recommendation of best practice to all British Gymnastics club members and parents/carers on the use of social networking sites as they relate to that individual's role in within TNAG. If used correctly, social networking can be a fun, safe and productive activity.

The following guidelines refer to any posts, photographs, video, status updates and any other item that can be published on social media which mentions or directly or indirectly points attention to TNAG:

- Coaches, parents and gymnasts alike should avoid posting remarks, photographs, and videos disparaging comments or comments that could be perceived as such about the club, coaches, officials or other gymnasts. This applies to private text messaging as well as all social media and instant messaging services.
- Gymnasts and parents should avoid posting any remarks, photographs or video that could be disparaging or embarrassing to another gymnastics club, its members, coaches or officials.
- Gymnasts should avoid social chat with club coaches or officials via any instant messaging or text service.
- Parents should avoid interacting with gymnasts other than their own children via social media/text message. Where this is necessary, such as in an emergency for changes to transportation/pick ups etc the child's parents or the Club Welfare Officer should be copied in and/or informed as soon as possible thereafter.
- Gymnasts or parents should inform the club if at any point they notice a contravention to these guidelines or the guidelines for coaches and officials.
- Parents/Gymnasts must not upload Photographs/Videos to any social media sites if they contain other gymnasts than their own child without prior consent from their parent/guardian.
- Parents/Gymnasts must not copy and upload professional photographs/videos without the consent of the photographer (who should thereafter be credited in the post)

- Parents are encouraged to monitor their children's use of social media in order to protect them and guide them in its appropriate use.

Additional guidelines for Coaches and Officials:

- Coaches and officials should avoid chatting to gymnasts via any instant messaging service. Direct text/messaging/emailing between coaches and gymnasts should only be used either in an emergency or where necessary and limited only to gymnastic arrangements such as training times, attire etc. Wherever possible a parent or the Club Welfare Officer should be copied in to the correspondence
- If you receive any messages/requests from Gymnasts by way of Social Networking/Chat/Text please do not respond to the child directly, please respond via their parents, or let the Club Welfare Officer know.
- Coaches and Officials should not text gymnasts in their care for any reason, except for cases where the express permission has been sought and given by the parent. Please always communicate through the parent.
- Coaches and officials should not become "friends" with gymnasts or other members under the age of 18 on social media. Gymnasts aged under 16 will not be permitted to join the club's closed Facebook group and those aged over 16 but under 18 will only be permitted to do so if they have a parent who is also a member of the group

By following the above we will ensure relationships between coaches and gymnasts remain professional whilst protecting gymnasts, coaches and parents from allegations of inappropriate conduct.

By setting clear guidelines for parents, coaches and gymnasts concerning the use of social media/text messaging we will preserve the reputation and positive image of our club, coaches, volunteers and members.

APPENDIX 9: ANTI-BULLYING POLICY

The following information is extracted from The British Gymnastics Child Protection and Safeguarding Policy.

This policy is fully adopted by TNAG with the health, safety and well-being of all members as its first priority.

BRITISH GYMNASTICS ANTI-BULLYING POLICY

Bullying

Bullying by children or adults on children within BG clubs and other affiliated organisations' must never be tolerated. All BG clubs must put in place a robust bullying policy that ensures that all forms of bullying are taken seriously and responded to appropriately in accordance with the following minimum standards.

Bullying is behaviour, usually repeated over time, that intentionally hurts another individual or group; physically or emotionally. There is often a power imbalance that makes it hard for the victim/s to prevent or deal with the perpetrator's actions. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and young people, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self harm).

Bullying can occur between:

- An adult and child/young person.
- A child/young person and child/young person.
- A parent and their own child.

Bullying may take many forms and may be conducted in person or through the actions of another person/other people. These include:

- Emotional: Being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures), name-calling, sarcasm, spreading rumours, teasing/taunts, graffiti.
- Physical: Pushing, kicking, hitting, punching or any use of violence.
- Sexual: Unwanted physical contact or sexually offensive comment/s.
- Cyber: Email, Social Media and internet chat room misuse, mobile phone threats by text messaging and calls or misuse of technology (ie photographs/ video footage).

Bullying may also take the form of singling out individuals because they belong to a particular group or are different in some way from others (prejudice-based bullying) and may include:

- Racist and religious based bullying.
- Homophobic/ bi-phobic/ trans-phobic: Because of their sexual orientation, or perceived, or actual gender identity.
- Disablist: May focus on, or exploits, a particular aspect of the individual's disability.

It is acknowledged that the competitive nature of sport can result in tensions that may lead to bullying but bullying cannot be condoned in any circumstance. Examples of bullying in gymnastics could be:

- A gymnast who intimidates fellow gymnasts inappropriately.
- A coach who adopts a win-at-all costs philosophy.
- A parent who pushes too hard.
- An official who places unfair pressure on a person.

Strategies to Discourage Bullying

- Create an open environment and provide adequate supervision at all times.
- Encourage children to speak out and share any concerns with the person in charge, the Club

Welfare Officer or other responsible adults.

Take all signs or allegations of possible bullying seriously.

Responding to Victims of Bullying

- Anyone becoming aware that a child or young person is being bullied, they should offer reassurance and try to gain their trust.
- Explain that someone in authority may need to be informed.
- Keep accurate records of what happened and what was said, together with names of those involved and any action taken.
- Report suspicions or concerns to the person in charge.

Confronting the Bully(ies)

- Talk to the bully, or bullies; explain the situation and try to get them to understand the consequences of their actions.

- Seek an apology from the bully (or bullies) to the victim.
- Inform the bully's parents.
- Insist that any borrowed items are returned to the victim.
- Impose sanctions or disciplinary action if necessary.
- Report and record all actions taken.
- Provide support for the victim and his/her coach.
- Encourage the bully (or bullies) to change his/her behaviour.

Supporting the Bullied

- Children who have been bullied will often need support from club officers to deal with the impact of bullying. This may include having a specific person to whom concerns can be raised in specific situation or providing a named senior gymnast as a “buddy” in changing facilities.
- They will need support external to the club from parents, other relatives and sometimes school teachers.
- The club may consider holding a reconciliation meeting to help address the issues between the bully and the bullied person.
- The club can advise the child, young person(s) or parent(s) to contact either:
 - Kidscape (Email info@kidscape.org.uk or call 0207730 3300), a charity that offers support to bullied children, as well as day courses to help them deal with bullying and its after effects including how to avoid being bullied in future.
 - Anti-Bullying Alliance. A coalition of organisations and individuals that are united against bullying.