 

 **WELCOME TO THE CITY OF LANCASTER GYMNASTICS CLUB!**

**Welcome Pack 2021/22**

**Mission Statement**

We are committed to providing a program of excellence to all our **gymnasts** at all levels of participation. It is our goal to foster a life-long commitment and appreciation to fitness and health through the sport of gymnastics.

**Core Values**

Our CORE values stand for: Commitment, Ownership, Responsibility and Excellence.

These are a set of principles that help to guide the actions and behaviours of all our members and staff on a day-to-day basis. When followed, these principles increase the likelihood of fulfilment and success not only in gymnastics but also in general life. As such, the values are applicable at all levels of our club, including directors, coaches, gymnasts and parents.

**Aims -** The three main aims of the City of Lancaster Gymnastics Club are:

1. to enable children of all abilities to fully develop their gymnastics potential.

2. to enable coaches to develop their knowledge, experience, and expertise.

3. to improve the gymnastics facilities available to the children and the coaches.

To achieve the **first aim** the main focus of the City of Lancaster Gymnastics Club is to enable the children to train appropriately, have fun and compete if desired successfully in events at local, regional, national, and international level. To this end the coaches are continually reviewing the training programmes, appropriate sessions, and eligibility for competitions to produce routines with good performance potential.

To achieve the **second aim** there is an ongoing series of coach education and judging courses and workshops. Parents who wish to help at coaching sessions or as judges at competition are very welcome to join in – just leave a message with your Lead Coach and Marie will contact you with details.

To achieve the **third aim** and continually improve the facilities we rely on fund raising events throughout the year. It is important that enough money is raised each year to maintain and renew the gymnastics equipment and the buildings to provide a safe and effective learning environment for the gymnasts.

**The Board**

The COLGC board of directors provides a strategic overview of the club. Full details of the current Directors can be found on the club website.

**Our Staff**

COLGC has a small team of full-time coaches supported by a pool of part-time coaches. Marie Gardner is the Club Manager and Lynne Pearson is the Administration Manager.

All our coaches are DBS checked and trained in safeguarding and protecting children.

**Coaching Staff**

Marie Gardner is the Club Manager for the City of Lancaster Gymnastics Club.

Here is a list of the lead coaches for each squad for 2021/22.

Leah Hunter is the lead coach of the Diamond and Amethyst squads.

Aimee Buckman is lead coach of the Emerald squad.

Georgia Clark is the lead coach of the Topaz squad.

Chloe Macklin is lead coach of the Ruby squad.

India Moore is the lead coach for the Crystal and Amber squads.

Joanne Hart is the lead coach of the Opal squad.

Mollie Hennah is the lead coach of Garnet Squad.

Michelle Wanless is lead coach of the Adult Gymnastics Squad.

Emma Packham is the lead coach for the Dance Squads.

Pre-school lead coaches are Joanne Hart, Aimee Buckman, Leah Hunter, and India Moore.

Recreational lead Coaches are Joanne Hart and Mollie Hennah

Other qualified & current mentored coaches working alongside the lead coaches for competitive gymnastics include Nick Jackson, Sophie Carter Steele, Sarah Lynagh, Karen Liver, Lauren Townson, Rachel Butterworth, Kirsty Birdsall, Conor Wallis, Georgia Clark, Millie Kent, Tess Belshire, Dominic Hart, Savannah Brickles, Lynn Jackson, Sophie Tolson, Ellie Sumner, Grace, Logan, Shana Winston, Nathaniel Hart, Hannah Gallacher, Ben Whyatt, Karisma Liver, Caitlin Balderstone, Abbie Edmondson, Grace Ip, Scarlett Harper, Molly McLeod, Lucy Heaton.

Our Young Leaders & hopefully our future coaches include, Hannah Carruthers, Nell Cheeseman, Emily Blundell, Emily Whiteway, Lilly Cheeseman, Jasmin Mason, Lillian Rushton, Alexis Wilson Fish, Eva Ranns, Daisy Hickman, Amelia Astin, Millie Gibson, Madison Taylor, Amelia Slaney, Thais Alonso Green, Daisy Whitehouse and Oscar Ritchings.

**Class information**

Due to health and safety, we need to restrict any disruption to classes as much as possible. As such, parents are not allowed to stand in the Lancaster Leisure Park gym, but the viewing area is available to parents who wish to watch the class. On some occasions at the University of Cumbria site, parents may have the opportunity to sit on the side of the gym to watch their child’s class.

**Toileting**

Parents of gymnasts under 8s are reminded to check their child has been to the toilet before the class. At the University of Cumbria Sports Centre, gymnasts 5-10 years old are permitted to go to the toilet either with another gymnast or with a coach or volunteer. No gymnast can leave either gym without coach permission.

**Dropping off and collecting your child**

The City of Lancaster Gymnastics Club aims to uphold British Gymnastics’ policy on Safeguarding and Protecting Children. To comply with this, it is essential that parents/carers dropping off and collecting children at gymnastics classes come into the sports hall (UOC) sports centre (LLP) itself. It is not acceptable to drop children off outside the Sports Centre or to ask your child/ren to meet you in the foyer (UOC) or the car park (UOC and LLP) after their class.

Our coaches have a legal ‘duty of care’ for your child/ren which begins when you bring them into the hall for their class and only ends when you collect them; we cannot allow children to leave the hall/sports centre, unless your child is 14 years or older and we have your written consent.

If someone other than the usual parent/carer will be collecting your child/ren, please let us know in advance, either in person or by text to 07807 009410 or by email to lancastergymnastics@outlook.com and for the Recreational classes 07765 553601 or by email lancasterrecreationalgymnastics@outlook.com to avoid any embarrassment, as we will not permit them to leave the gymnastics hall unless we hear from you.

If your child is 14 years old or over and you consider it to be safe for them to attend their class and leave it independently, would you please contact the club using the information above and we will Parentmail a consent form out to you.

Parents/Guardians are expected to collect their children on time. If you know that you are going to be late collecting your child for any reason you must contact the club ASAP by mobile. Parents who are more than 15 minutes late in collecting their child will be charged £10 unless there are exceptional circumstances. Parents that are regularly late in collecting their child will be asked to attend a meeting with the coaches.

**Supervision of children**

Please note that the supervision of children not participating in any gymnastics sessions is the sole responsibility of their parents or guardians. Children within the facility must always be supervised. The club will not accept any liability for injury caused to children in the public areas.

**Speaking to your coach**

You must not try and speak to a coach who is actively coaching. If you need to speak to the lead coach, then please speak to them before the session starts or once it has finished. If it is a minor issue and you are not able to speak to the coach, please go to reception and leave a message for the coach or message the club via email or leave a voicemail message.

Email; lancastergymnastics@outlook.com (Competitive) lancasterrecreationalgymnastics@outlook.com (Recreational)

Mobile; 07807 009410 (Competitive) 07765 553601 (Recreational)

Club Landline; 01524 843344

If you need to have a longer discussion with the coach, please email the club to arrange a meeting with them. Coaches are not permitted to give out personal mobile numbers so parents/guardians should not contact them in this way, unless it is an emergency. Any contact with coaches should come through official club channels.

**Clothing**

Gymnasts generally work in bare feet and should wear appropriate clothing for sessions: a leotard and shorts to train in. (dance style leotards with narrow straps and crop tops are not allowed) Garments with zips, buttons and hoods should be avoided as these present a health and safety risk. Tracksuits and club leotards are in stock at the Lancaster Leisure Site should you wish your child to try garments on. Recreational hoodies and t-shirts are available to purchase at the University of Cumbria gymnastics desk. We also have a small stock of training leotards at both sites.

This kit is compulsory for all competitive squad members and includes club leotards, that can be used for training, sweatshirts, polo shirts and joggers. If your child has just joined the club, please let them settle in first to make sure it is what they want to do. Then Christmas and birthdays are always an excellent time to purchase these items!

**Medical conditions / Disabilities**

Some medical conditions require a parent / carer to stay at the session in case the administration of medication is required e.g. Epipen. Or if your child has asthma please ensure an inhaler is brought into gym and collected at the end of the session. If you have a spare inhaler and wish to leave one at the gym please ensure your child’s name is clearly written on it.

Any medical condition, learning disability or attention disorder must be disclosed on the registration form and parents should speak to the lead coach to ensure that all the coaches are aware of any adaptations / risks which need to be considered. Participants with a disability who require one to one support will need to provide a carer, who will be led by the coaches within the class. Downs Syndrome gymnasts will require an atlanto-atlas screening prior to starting the class.

Varuccas should be covered by a waterproof coating and secure plaster, swim sock, or suitable non-slip gym / dance shoes or swim socks. Socks are not suitable, as likely to slip on the apparatus.

The City of Lancaster Gymnastics Club believes that jewellery and adornments worn in body piercing are inappropriate for safe practice in gymnastics. A gymnast participating with body adornments or jewellery MUST inform the coach and also remove the relevant items to reduce the risk of injury to the participant, the coach and others.

Exceptions to the above policy may be applicable in special circumstances which are outlined below:

*Newly pierced ears*

* Newly pierced stud earrings need to be covered with protective tape but must be removed as soon as possible (after 4-6-weeks).

This has to be agreed with the lead coach of your child's gymnastics class as the element of risk will be explained to the participant (parent or guardian) and every attempt to control the risk will be adopted. We suggest that ears are perhaps pierced over the Christmas period when we are off, OR over the summer holidays when most of us are off for a couple of week’s holiday.

For the avoidance of doubt; any jewellery which can be removed, must be removed.

*Religious and Medical Jewellery:*

* With regards to the wearing of jewellery; sensitivity to religious beliefs and medical requirements/reasons should be afforded, but safety is paramount and any jewellery that is considered by the coach to be a safety hazard, should be changed or participation may be prohibited.
* Any concessions on religious or medical jewellery must be within the bounds of reasonable safety.

Coaches are permitted to wear plain wedding rings if there are no raised surfaces on the band of the ring.

Gymnasts *and coaches* are not permitted to participate in any gymnastics activities with jewellery on. This means that we are not able to tape them up even if they have had them newly pierced. The only exception to this rule is that coaches are permitted to wear plain wedding rings if there are no raised surfaces on the band of the ring. We do understand that this makes things difficult for those who would like their ears pierced. We suggest that they are perhaps pierced over the Christmas period when we are off, OR over the summer holidays when most of us are off for a couple of week’s holiday.

**Valuables**

 Any items of value brought into the gym, are done so at the users’ own risk as we cannot accept liability for any personal belongings left or damaged on site.

**Lost property**

While we cannot take responsibility for any property which is lost in the gym centre, any lost property we do find we will keep for you in the lost property box. At the end of the month any unclaimed lost property will be donated to a charity shop. Please note that if property is lost just prior to the end of the month, that it will still be donated to charity.

**Child Protection**

City of Lancaster Gymnastics Club has adopted the British Gymnastics ‘Safeguarding and Protecting Children's Policy’ and the Health Safety and Welfare Policy’ (a copy is available on the club/BG website **or** from your Lead Coach). We hope parents will help us maintain a safe and friendly environment at gymnastics sessions.  For example, it may be necessary for a coach to touch a child when supporting them or guiding them through a new skill.  If you consider the support to be inappropriate or if your child is uncomfortable about the way they have been supported please let one of the Welfare Officers know - Lynn Jackson or Fiona Ip. They can be contacted via the club website or by emailing welfare@cityof lancaster.co.uk

Occasionally, it may be necessary to speak firmly to groups or individuals in the interests of safety, but this should never be aggressive, shouting nor appear to be bullying.  The City of Lancaster Gymnastics Club has always put the safety and welfare of the children above performance so please inform one of the Welfare Officers if you are concerned about any behaviour or activities within the club. To meet the requirements of the Safeguarding and Protecting Children's Policy we need to have a completed **membership form** giving an emergency contact number and medical details. Each gymnast and parent/guardian should read the club’s “Code of Conducts” and tick both boxes on the membership form to confirm they agree to the written codes. This covers issues such as health and safety during both training and competitions.

**Attendance and Absence**

The focus of the City of Lancaster Gymnastics Club is to train children to participate in gymnastics competitions at the level appropriate to their ability.  The competitive training schedules are often carefully geared towards set competitions and so when your child is working towards a competition it is essential you inform the club if he/she is going to miss a training session. This can be done to the club mobile via a text message to 07807 009410.

**Progression of Gymnasts, Club Structure and Training Schedule**

Gymnasts generally start in the recreational sessions at the University of Cumbria Sports Centre and progress through the classes with some being selected for the competitive squads. Progression is at the Lead Coach’s discretion.

**Communication & Feedback**

Please be aware that alterations to training times may, from time to time, be necessary due to circumstances beyond the control of COLGC. Such changes will be communicated as soon as possible to parents via Parentmail. Please ensure updated email addresses are provided to the Club Administration Team.

It is important that coaches, gymnasts, and parents work closely as a team.

**Club Fees/Financial Considerations**

Squad gymnasts are subsidised by the club. All squad gymnasts pay club fees based on an hourly rate. The hourly rate is on a banding scale dependant on the number of hours training per week - the greater the number of hours per week, the lesser the hourly rate. Hence, as the number of hours per week goes up, the subsidy provided to a gymnast increase. The Directors decide hourly rates as part of its budgeting activities, which take place at the end of every competition year. The primary aim when setting rates is to keep the prices for other disciplines (such as Pre-School and Recreational) as competitive as possible, whilst providing for a Squad subsidy.

There are several financial considerations all of which are the responsibility of parents:

Competition entry fees: These generally become more expensive as the level of the competition increases. COLGC will request entry fee payments for competitions in advance.

Travel and subsistence expenses. Competition locations can be anywhere in the country and beyond and sometimes can involve an overnight stay.

Competition admission fees: Admission fees are generally payable by all spectators entering a competition venue, including children over a certain age.

**Hardship Policy**

COLGC operates a Hardship Policy. Should there be a problem with payment, please contact the Club Manager at the first opportunity at lancastergymnastics@outlook.com

**Competitions**

All squad gymnasts participate in competitions each year and these are compulsory. Recreational gymnasts are offered a competition once a year and this is optional. The annual calendar of events listed on the club website is produced by the lead coaches and lists the competitions where COLGC anticipates participation.

**Conditioning and Fitness**

Competitive gymnastics demands an individual to have flexibility, strength and stamina to cope with the skills and routines required.

Obtaining good flexibility is essential in achieving better skills, better appearance and helps to prevent injury. Manual stretching is a fact of life for gymnasts and although there is an element of discomfort, most competitive gymnasts adjust quickly. Stretching at home, when possible, will help a gymnast to become accustomed to this necessary process.

Obtaining strength and stamina is also essential to acquiring skills and combining them towards a routine. Gymnasts will be encouraged to do as much as they can in order that they can achieve new elements safely. Compromising on this aspect of preparation will reflect in the gymnast's performance.

**Nutrition**

Gymnasts may bring drinks (non-fizzy) to training if they are in a bottle that can be re-sealed. There is no eating and drinking in the gym.

**Annual** ***British Gymnastics membership for 2021/22*** for existing gymnasts must be paid ***directly*** to British Gymnastics and not to the City of Lancaster Gymnastics Club. This needs to be paid ***before the 1st October*** ***2021.*** Please look out for a reminder email from British Gymnastics.

**Annual** ***British Gymnastics membership for 2021/22***

**Pre-school Membership = £13**

This relates to gymnasts who attend the independent ‘Grasshoppers’ sessions.

**Gymnast Membership = £19**

This relates to all Recreational, Amber, Crystal, Ruby, Opal, Garnet, Topaz and Adult gymnasts

**Competitive Membership = £43**

This relates to all gymnasts in the Emerald, Amethyst and Diamond Squads.

If this membership payment to British Gymnastics is ***not paid*** on or before these dates your child will be unable to participate in the squads for insurances reasons.

Membership to the City of Lancaster Gymnastics Club

Diamond/Amethyst/Emerald Squads

£30 per child which includes affiliation to the North West Gymnastics Association, access to our Parent Mail app and help to pay for the running costs of the club such as supporting our coaches and judges with their education, general administration, replacing equipment and general maintenance.

Gymnastics Crystal/Amber/Opal/Garnet/Topaz/Ruby and Adult Squads

£25 per child which includes access to our Parent Mail app and help to pay for the running costs of the club such as supporting our coaches and judges with their education, general administration, replacing equipment and general maintenance.

**SUBS/Training Costs**

***Cash Payments***

Please note coaches are not permitted to accept cash payments of any kind. This includes subs, membership and competition entry fees.

The cost for training for this year 2021/22 should be paid in 12 monthly instalments. (September 2021 to August 2022) All City of Lancaster Gymnastics Club memberships (£30/£25) should be paid on or before 20th September 2021. Details of what your individual costs for 2021/22 and the clubs bank account details will be emailed to you on an individual invoice by Parentmail. Fees are paid by monthly standing order and can be paid on a suitable date in the month that works best for your own personal circumstances. **However, these *must* be regular dates every month and you are requested to contact us immediately should your situation change.** If payments are irregular in nature, there may be an extra administration charge incurred. Gymnasts who have not paid the appropriate fees or membership will not be permitted to participate in sessions.

N.B. For those families that have multiple siblings in the club please note that there is a 10% discount for the child who attends the least number of hours and if 3 or more children are from the same family a further 10% discount is made for the subsequent child. (This will be reviewed for 2021/22)

***Three children attending***

|  |  |  |
| --- | --- | --- |
| Child 1  | Attends 13 hours per week  | Full Price  |
| Child 2 | Attends 5hours per week  | 10% discount  |
| Child 3  | Attends 3 hours per week  | 10% discount  |

***Two children attending***

|  |  |  |
| --- | --- | --- |
| Child 1  | Attends 13 hours per week  | Full Price  |
| Child 2 | Attends 5hours per week  | 10% discount  |

Even though we are a non-profit sports club we need to ensure the sessions bring in enough subs to pay coaches, facilities and court hire. The dance classes and the talent development sessions are also invoiced separately for this reason. Please see your individual invoice for a breakdown of payment.

‘Communication works for those who work at it’