



## Handbook 2019

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Registered company:

## **Contents**

Welcome message

Club structure

Parents & Gymnasts code of conduct

Coaches, Officials & Volunteers code of conduct

Classes

Welfare Policy

A word from the Coaches

Club kit

Beyond Gymnastics

A word from the Treasurer

## **Welcome Message**

On Behalf of Wrexham Gymnastics Club we are pleased to welcome your child as a new member of the Club.

Here at Wrexham Gymnastics Club, we pride ourselves in creating a safe, effective and child friendly environment for children of all ages to learn the art of gymnastics. We believe in “Fun, Fitness and Friendship”, by operating an open philosophy and we welcome the support of all our parents or guardians.

Gymnastics is a sport that teaches skills for life. It will teach independence, focus and self-discipline that assists with self-esteem, learning and physical development. It’s also a lot of fun!! We provide a child centred, coach led programme and will endeavour to help your child develop to their optimum level of performance.

The club is open to all children looking to get involve in gymnastics and we have a dedicated team of coaches and volunteers who all work together to inspire the next generation of gymnasts.

We have put together some information about our Club, which will help you as you start your journey with us.

We hope you enjoy your time with us at Wrexham Gymnastics Club and I look forward to meeting you soon.

Wrexham Gymnastics Club is run as a not for profit company and has the following structure:

*Board of Directors – Sue Harding  
Becky Pritchard  
Mike Wilde  
Andrew Rowe*

*Welfare Officers – Mandy Lewis  
Kelly Norgrove*

Our Vision and Mission is to offer challenging, positive and progressive programmes for recreational and competitive participants in the area. We will accomplish this by providing qualified, enthusiastic leadership and coaching in a well-equipped and safe environment.

#### **We believe in:**

- supporting the principles of Welsh & British Gymnastics for healthy child development
- dedicated and professional coaches who are qualified, caring and ethical
- being open, honest, fair and respectful
- recognising and celebrating success
- responsibility, accountability and commitment
- the strength provided by the commitment and generosity of our volunteers and supporters
- focussing our resources to provide quality sessions in a safe environment

#### **We are dedicated and committed to:**

- **our gymnasts** – to maximise potential through personal development and growth; a strong and healthy body; a confident spirit; learning to believe in yourself; stretching your limits; to communicating and working with others; having fun!
- **their parents and guardians** – to support you to support your child; to provide value in everything we do.
- **our staff and coaches** – to help you reach for your highest goals both professional and personal; enjoy the reward and responsibility of shaping young lives; providing a fun, respectful and challenging learning environment.
- **gymnastics** – to its development through schools, locally, regionally and nationally; to its promotion, education and development.

Wrexham Gymnastics Club is affiliated to Welsh Gymnastics and British Gymnastics. As active participants in our club it is a requirement for every gymnast to become a member of British Gymnastics. This is due each September and is arranged directly between the parents/guardians and British Gymnastics. Full details are available from the Club.

### **Code of conduct for parents**

1. Try not to impose your ambitions on your child  
Remember that gymnastics is your child's activity and they will progress at their own speed. The best part about gymnastics is that it does not matter whether they finish first or last, rather the wonderful lessons that they learn as they strive to do their best.
2. Be supportive at all times.  
There is only one question to ask your child – “Did you have fun?”. If competitions and practices are not fun, then your child should not be forced to practice.
3. Acknowledge your child's fears.  
It is normal human reaction for a child to be scared when attempting new skills or competing. Do not yell or belittle them, just assure them that their coach would not have them attempt the skill or put them in a competition if they were not ready for it.

4. Let the Coaches coach.  
You have taken your child to a professional coach; please do not undermine that coach by giving your child advice on technique and skills, as this will not only serve to confuse your child but also prevent the gymnast/coach bond from forming. The coach is responsible for the technical part of the job; your role is to support, love and hug your child no matter what.
5. Support your child's coach.  
The bond between the coach and the gymnast is a special one and one that contributes to your child's success as well as enjoyment.
6. Remember what time practices and competitions begin and end, and be on time.
7. Be positive and enthusiastic at competitions.  
If you are going to attend a gymnastics competition, you should cheer and applaud but never criticise your child or their coach.
8. Winning isn't everything.  
Encourage your child to do their best. Giving an honest effort no matter what the outcome is much more important than winning.

*There are 75,367 athletes participating in competitive gymnastics. There are only 6 spots available for the Olympic Team every four years. You can understand how difficult it is to become an Olympian because the odds are you have never been one yourself even though you, as a child, probably wanted to be. Gymnastics is much more than the Olympics. Chances are your child's coach was not an Olympian, but still received enough out of*

*gymnastics that they want to pass their love for the sport onto others. Gymnastics teaches so many virtues, while building self esteem, life long friendships and much more. Olympians will tell you that these intangibles far outweigh any medals they may have won. Gymnastics builds good people, and you should be happy your child wants to participate.*  
(Taken from USA-Gymnastics National TOPS Parent Seminar)

### **Code of Conduct for Gymnasts**

- Listen to the Coaches
- Work hard and put effort into everything you do.
- Bring your equipment to each session.
- Try and set up equipment with help from other gymnasts before asking a coach.
- Bullying, shouting or swearing at others will not be tolerated.
- If you're worried about something in the gym, then tell us so we can fix it.
- Answering back to the coach or other gymnasts is not acceptable.
- Help other gymnasts, especially the young ones in the gym.

### **Code of Conduct for Club Coaches, Officials & Volunteers**

All Club Coaches, Officials and Volunteers will:

- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers based on mutual trust and respect.
- Hold the appropriate, valid qualifications and insurance cover.
- Makes sure all activities are appropriate to the age, ability and experience of those taking part and ensure all participants are suitable prepared physically and mentally when learning new skills.
- It is at the discretion of the coaches which gymnasts are selected for competitions, squads , displays and trips. Coaches make the final decision.
- Display consistently high standards of behaviour and appearance, dressing suitable and not using inappropriate language at any time whilst involved with club activities.
- Never consume alcohol immediately before or during training or events.
- Obtain prior agreement from the parent/guardian of performers before transporting them anywhere (training/competitions).
- Never have gymnasts stay overnight at their home.
- Never exert undue influence over gymnasts to obtain personal benefit or reward.

- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the British Gymnastics Safeguarding and Protecting Children Policy.
- Never condone rule violations or use prohibited substances.
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned.
- Promote the positive aspects of the sport (e.g. fair play)
- Encourage gymnasts to value their performances and not just results.
- Follow all guidelines laid down by British Gymnastics and Wrexham Gymnastics Club.

## **Our classes**

**Recreation & Squad** – times to be advised by your coach.

**Parents & Toddlers** – Stay & Play sessions for tots and children from 18 months to 5 years.

Tuesday 12:00 – 1:00

Thursday 12:00 – 1:00

Friday 2:00 – 3:00

£4 per session

**Live and Flippin'** – Suitable for age 5 upwards. No need to book.

3 & 4 yrs: Saturday 9:15-10:15

5-15 yrs: Saturday 10:00-11:30

£5 per session.

**Adult gym**– just turn up, no need to book

Monday 8:30pm – 9:30pm

## **A word from the Coaches**

All gymnasts are expected to arrive on time and be on the floor ready for the start of their session.

All gymnasts are expected to attend every session.

No jewellery is to be worn (earrings to be covered with tape prior to arrival).

No socks.

All hair to be tied back, with no loose ends.

### **Recreational gymnasts:**

Gymnasts can wear either a leotard, or t-shirt and shorts or leggings.

Gymnasts work towards various competitions including the North Wales floor and vault competition, Gymspire, and other local competitions.

There will be an opportunity to achieve in-club awards as part of the Club scheme.

Please contact Becky Pritchard or Phil Wright for more information.

### **Squad Gymnasts:**

Children are selected to be part of the Squad from age 5, there is no upper age limit.

Novices train up to 9 hours a week, Intermediates and Regionals up to 16 hours.

Please inform your coach if you will be late or absent.

All children will need their own loops, gloves, wristbands and chalk (available from gymnasticplanet or gymnasticexpress). Handguards will be needed when gymnasts are of competition age.

**Girls** - Leotards to be worn. Gym shorts can be worn by girls over the age of 13.

**Boys** - Leotards and shorts to be worn.

Girls can start competing from the age of 8. Club Grades are once a year, starting with grade 6 and 5 the following year. After this, gymnasts follow either the National or Regional path from 4 to 1.

They also compete in various competitions throughout the rest of the year.

Boys follow the National Development Programme grades from the age of 9. and also take part in competitions through the year.

## **Club kit**

There is a range of kit available to order, including track-suits, sweatshirts, t-shirts and leotards. Please see separate order form for details.

## **Beyond Gymnastics**

Wrexham Gymnastics encourages those from the age of 13 to take part in the Sports Leader programme. This involves learning to coach the next generation of gymnasts.

If, as an adult, you are interested in judging, then please speak to one of the Coaches. It would be ideal if you are an ex-gymnast or happy to sit in on sessions watching coaches to learn the individual skills which gymnasts practice.

## **Treasurer**

The club treasurer reports to the Board on all matters regarding the finances of the club and works closely with the manager on all financial matters. He/she is responsible for maintaining accurate records of all money going in and out of the club.

Club membership fees (£12) are due by 31<sup>st</sup> January each year. This is in addition to the British Gymnastic fee which is due in September of each year and is payable to BG direct. This fee varies depending on the competing level of the gymnast.

Your monthly fees are advised to you when you start with the club. Fees are due the first week of the month to cover that month e.g. 1<sup>st</sup> week of April fees are paid for April's gymnastics sessions. Should your child change their hours you will be advised of the new fees payable.

When you pay your fees our treasurer will record them onto the accounts system, in order for this to run smoothly we ask all our members to pay by standing order. The bank account details are:-

### **The Co-Operative Bank**

**Account Name** – Wrexham Gymnastics Club Ltd

**Account Number** – 65764349

**Sort Code** – 08-92-99

Please use your child/rens full name as the reference, this will ensure the payments are allocated correctly.



If your child cannot attend due to sickness that lasts for more than one week please inform the treasurer and you will be entitled to a 50% discount in fees for the time that they are unable to attend.

Should you be aware that you are not going to attend for 2-4 weeks it may be possible to retain your place by paying 50% of the fees due. Please submit a request to the treasurer with the child/ren's name class and dates of non-attendance at least 1 month prior to the first date of absence.

In the event that your child/ren no longer wish to attend their sessions please inform the coach of your end date and e-mail the treasurer. The club's policy on non-payment of fees is that should the previous month's fees remain outstanding during the first week of the new month the child/ren will not be able to take part in classes until the account is brought up to date. Should the account remain in arrears at the end of that month the place will be given to another child.

This is necessary to ensure that the club can meet its financial commitments without having to raise all members' fees to cover potential non-payment of fees.

If you need to discuss anything regarding fees or annual membership please e-mail [treasurer@wrexhamgymnasticsclub.co.uk](mailto:treasurer@wrexhamgymnasticsclub.co.uk)

If you are interested in volunteering on the financial side of the club please contact the treasurer via e-mail in the first instance.

## **Welfare**

As a club we have a common law duty of care to take such steps that are reasonable to ensure the safety and welfare of the children.

We ensure that there suitably trained and competent Welfare Officers designated within the club to take the lead role in dealing with safeguarding issues. The responsibilities include:

- promoting the welfare of children and importance of safeguarding;
- ensuring that young people are listened to and are involved in decision making;
- ensuring that everyone understands their roles and responsibilities in respect of safeguarding;
- responding to child protection and poor practice concerns;
- liaising with BG and local Statutory Agencies;
- working with other organisations as required;

- acting as the designated person for criminal records checks. All staff, and volunteers, who are working with children receive appropriate training, updated every three years, and have access to advice on child protection, safeguarding and promoting the welfare of children;
- they support Whistle Blowing and take steps to ensure members, their parents/carers, and others, feel able to raise concerns without fear of negative repercussions;
- confidentiality is maintained in relation to concerns and referrals, and information is only shared on a genuine 'need to know' basis in line with BG Confidentiality and Information Sharing Guidance;
- they comply with the BG guidance on safe recruitment to prevent unsuitable people from obtaining, or remaining in, positions of trust or responsibility;
- they comply with all applicable supplementary policy and guidance, and accept responsibility for identifying and responding to any deficiencies or weaknesses in its arrangements for safeguarding and promoting welfare of children;
- they work in partnership with BG to ensure poor practice is addressed and any required remedial action is taken. It is not the role of Club Officials to investigate possible abuse or neglect. However, they have a key role to play by referring concerns about

those issues to Children's Social Care Services and/or BG and providing information for police investigations.