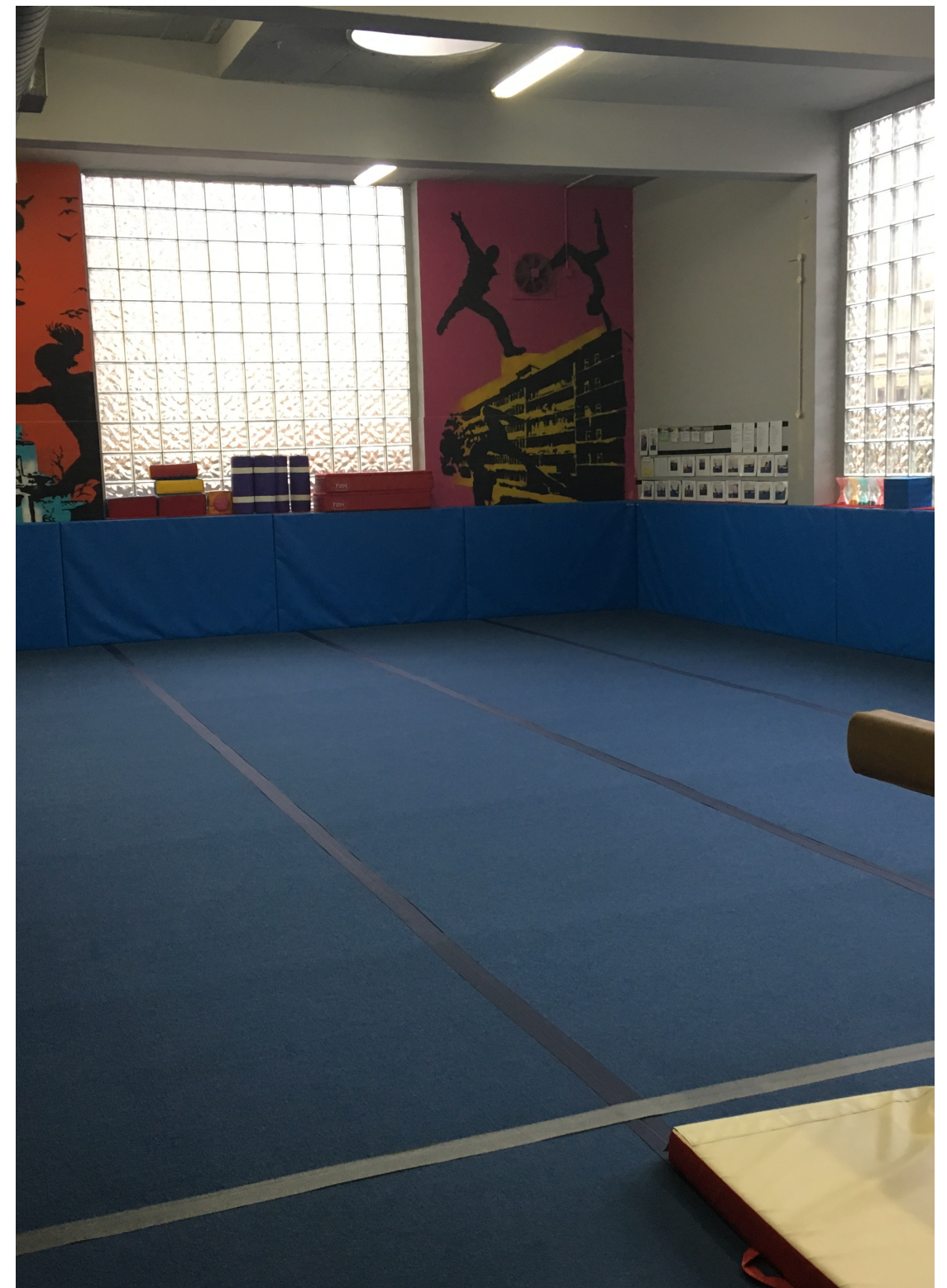


NORTH EAST LONDON GYMNASTICS CLUB LTD



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OUR TRAINING SPACES

COMPANY OVERVIEW

North East London Gymnastics Club LTD was registered as a registered charity in 2009 and is run by a voluntary board of trustees. The club is Independent Gymnastics Association (IGA) affiliated and runs from our dedicated gymnastics facility in Hackney. During this time the club has continued to expand its activities. All our coaches are British Gymnastics or IGA qualified, insured and hold enhanced DBS certificates. North East London Gymnastics Club LTD also runs a training program for new coaches and has young leaders and volunteers who are training working alongside the fully qualified coaching staff.

Board of Trustees

Trevor Collins - Chairperson

Lucy Dowd - Parent Rep

Lucy Coates - Trustee

Tracy Hill - Secretary

Damon Collins - H&S

Our Objectives

Our purpose as a sports charity is to provide a suitable environment for the participation and enjoyment of gymnastics, primarily, but not exclusively, to children under 16. The club offers a range of classes in our dedicated gymnastics facility which is equipped with men's, women's apparatus and a wide range of specialist apparatus which is also suitable for children with special needs and pre school aged children.

Mission Statement:

To deliver high quality gymnastics classes for children and adults in the local community. To provide gymnastics courses, performance events and displays for people our participants and the local community. To equip and maintain gymnastics facilities for the teaching and training of gymnastics. To continue to provide free and low cost training courses in first aid, safeguarding children and gymnastics coaching for volunteers and young people in the community. To provide volunteering opportunities for young people in the local community. To source training for our coaches to enhance the delivery of gymnastics classes. To subsidise places for squad training for gifted gymnasts whose families are on low income. To provide work experience for young people and adults in the local community through the Leadership Academy. To supply low cost and free holiday programmes. To employ coaches and other staff to further the objectives.

4 THINGS TO DO BEFORE YOU START REGULAR CLASSES(AFTER COMPLETING A TRIAL)

- 1. JOIN INDEPENDENT GYMNASTICS ASSOCIATION** **page 5**
- 2. REGISTER WITH THINK SMART CUSTOMER PORTAL** **page 6**
- 3. SIGN UP WITH GOCARDLESS SO WE CAN COLLECT YOUR FEES.**
- 4. ORDER YOUR CLUB CLOTHING - Please see links on the website**

**FINALLY READ THROUGH OUR SAFETY RULES IN THIS HANDBOOK TO FAMILIARISE
YOURSELF WITH OUR SYSTEMS**

[HTTPS://WWW.INDEPENDENTGYMNASTICS.COM/](https://www.independentgymnastics.com/)



We are a member of the Independent Gymnastics Association, which will provide your gymnast's insurance. The IGA membership fee is included in your monthly fees. The registration is completed by the club.

As part of your membership to IGA you automatically receive the benefit of the association's Public Liability and Group Personal Accident insurance.

For further information please visit - <https://www.independentgymnastics.com/insurance/>

THINK SMART CUSTOMER PORTAL

You can also use this app to: tell us of changes to contact details, update your medical information, check your class booking, see when we are closed for holidays. See how your child is progressing using the progress reports and skills information, check your attendance record, check your financial records and see when payments are due, update your photography preferences or to contact us.

CONTACT DETAILS - You can check and amend these at anytime

AGREEMENTS - These need to be read and signed in the portal

MEDICAL - if you have ticked any conditions please complete the Medical info section to provide us with any details of medication or health care plan.

CLASSES DETAILS - You can check the class time and any closure dates in the app

ABSENCES - If you know you will miss a class please let us know in advance using the Absent function

PROGRESS REPORTS - These will be added and can be accessed via the app

CONTACT US - If you need to email Admin you can do this through the app. If you need to speak to your coach it is better to try and speak to them at the start of the class or email them directly.

FINANCIAL RECORDS - All invoices and mandates are viewable in the app

MESSAGES - Notifications will be posted in your App.

**THINK SMART PORTAL - PLEASE GO TO
THE APP STORE TO DOWNLOAD THIS
ONTO YOUR PHONE**

COMPANY CODE: LWMWPHYR



SETTING UP YOUR PAYMENTS

WE ARE A CHARITY SO WE ONLY CHARGE WHAT WE NEED TO RUN THE SESSIONS



REFUNDS

Due To The Small Number Of Gymnasts Allocated To Each Group We Will Not Be Able To Offer A Refund, Alternative Class Or Credit If You Cannot Attend The Course Booked.

Cancelling:

1 clear months notice is required. If you cancel your direct debit then your place will be cancelled. If you have done this accidentally your need to contact us asap so we can help you reset this.

Fees are collected by GoCardless, you will be sent a link to set this up.

FEES: Are calculated based on 44 weeks per year of training sessions. The total 44 week fee for the year is divided into 12 equal monthly payments. So whilst you pay each month you are not charged for the 8 weeks that the club is closed.

Payments will be requested monthly in advance and the payment must be cleared for the gymnasts to continue training. Payments take 5 working days to reach us so are collected on either the 1st or the 15th of the month to ensure sufficient time for the payment to clear.

Tumbling Stars Gymnasts

Included in the monthly payment is the cost of internal competitions and events, rewards, medals, certificates, the cost of providing judges for internal competitions and your child's IGA membership and insurance.

£41.50 per month for 60 mins sessions

£52.50 per month 90 mins sessions

£63.50 per month 2 hour sessions

Competitive Groups

Included in the monthly payment is the costs of internal and external competitions entry fees, rewards, medals, certificates and the cost of providing judges for the events and your child's IGA membership and insurance.

£106.50 per month - Squads for 3.5 hour teams

£185 per month - Women's Artistic Squad

If the number of hours change these fees will be amended to increase or reduce the fees according to the number of hours trained.

Other Costs:

Compulsory Club Clothing

Concessionary rates are available to Hackney Residents on Low Income.

Further information about concessionary fees and how to apply, can be found on the homepage of the website.

GYMNASTS RULES

Door Safety and Security Policy - The door will be open for registration at the start of the class to let the gymnasts in. For the safety of the participants in the building, once the door has shut it will be locked and not be reopened until the session has finished. This is to ensure the safety of the gymnasts and staff in the club.

Running Late - We understand that occasionally that customers maybe running late. If you intending to arrive late you must notify us through the ABSENCE function on the App BEFORE the class starts. The coach will see this when they mark the register and will attempt to wait a few minutes or where possible check the door 5 mins into the class.

If the doors are closed and no coach is present at the door you will not be able to attend that session. Please refrain from banging on the door as this can be alarming for the gymnasts.

Absence - If you are not attending a session you can mark this via the customer portal to let the coach know before the class starts.

Attendance - Gymnasts who attend classes regularly will progress and thrive. Your child may lose their place if their attendance is lower than 75%.

Attire - Gymnasts must arrive in already dressed in the club leotard or unitard and shorts designated for their group. With the Club Onesie or squad tracksuit over the top. Long hair needs to be tied back and all hair beads removed. ALL jewellery including stud earrings need to be removed. **If you have newly pierced ears you will not be able to attend until you can remove the studs, you will not be able to attend with plasters over the piercings.** These measures are for the safety of our staff and the gymnasts so please do ensure that the gymnasts arrive ready so there is no delay getting into the building. **No other clothing will be permitted in the building so if you bring umbrellas, coats, bags etc parents please take these with you when you drop off the gymnasts.**

Arrival and Dispersal of Gymnasts - All coaches will collect their gymnasts from the front entrance and ensure that they are safely handed back to the adult responsible for them at the end of the session. If a gymnast is allowed to go home on their own we need this emailed to their coach for welfare reasons.

Changing Rooms - We no longer have changing rooms in the building, therefore gymnasts must come dressed for the session. No other items should be brought into the gym. Only essential items should be brought in, shoes, water, hand chalk and medication where required.

Medication - If a child needs medication, this must be brought with them to every session along with a Health Care plan if required. If gymnasts do not have the required medication with them they are not able to attend the session.

Mobile Phones & Valuables - Gymnasts are requested not to bring valuables or phones unless essential. All valuables must be placed in the gymnasts personal tub in the front entrance, mobile phones should be switched off and must remain in the tub throughout the session. Items cannot be handed to the staff for staff keeping.

Class Numbers - Class sizes coaches will have 6 - 8 gymnasts depending on type of class and age of the gymnasts.

Bike, Prams, Scooters - These cannot be brought into the building and must be taken away or locked outside during the class.

Sanitising - Hands sanitised before entering and exiting the gym area and between stations. Sanitiser is provided.

Spotting and Supporting of Gymnasts - We use spotting and supporting of the gymnasts where necessary to assist with learning a skill, improving technique or for gymnasts safety.

Parent Viewing - We have viewing sessions each term for parents.

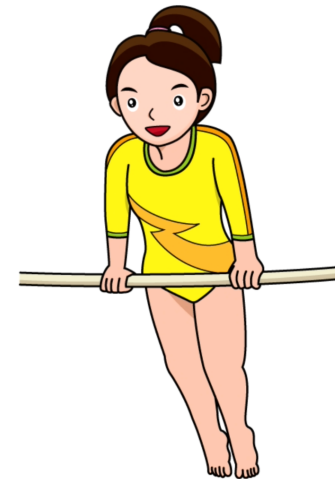
Illness - **If your child is unwell please stay at home and inform us through the app.**

CODE OF CONDUCT FOR PARTICIPANTS

We are fully committed to safeguarding and promoting the well-being of all our members. The club believes it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and share any concerns or complaints that they may have about any aspect of the club with the club's Welfare Officer.

These recommendations are made for the children's safety, parents are asked to abide by the guidelines and to explain them to their children.

- Be friendly and in particular welcome new members.
- Keep yourself and others safe in the gym.
- Always train with a positive attitude.
- Listen to and follow all instructions from the coach.
- Respect fellow gymnasts and encourage them to do their best.
- Tell your coach if you have an injury before entering the gym.
- Talk to your coach if you feel upset or worried about anything during the class.
- Take care of the gymnastics equipment so that it can be used safely by everyone. Only go on the equipment after your coach has given instructions.
- Make sure your hair stays tied back and out of your eyes.
- Respect the rights, dignity and worth of all participants.
- Remain with the coaches at the end of a session until you are collected by your parent or guardian.



Only bring what necessary for the class with you to your session: NELGC clothing (club leotard, onesie, leggings, sweatshirt and t-shirt), a pair of shoes, water bottle, chalk and medication if required.

The club reserves the right to terminate or suspend membership if gymnasts are unable to adhere to these guidelines.

THANK YOU FOR TAKING THE TIME TO READ THIS INFORMATION WITH YOUR CHILD

CODE OF CONDUCT FOR PARENTS/GUARDIANS

- Encourage your child to learn the rules and participate within them.
- Always arrive in plenty of time for your child's session and keep the club informed if your child is ill or unable to attend sessions.
- Always ensure your child is dressed appropriately (in the club approved clothing only) for the activity and has plenty to drink. This includes the removal of **all** jewellery, hair beads and the tying back of longer hair.
- All children must be brought to and collected from the front door of the building. Children are not to leave the gym until the parent or carer has arrived.
- If you have arranged for someone else to pick up your child, please tell us at the beginning of the class.
- Always collect your child promptly at the end of a session.
- Endeavour to establish good communications with the club, coaches and officials for the benefit of all.
- Share any concerns or complaints about any aspect of the club through the approved channels.
- Use correct and proper language at all times.
- It's the parents responsibility to maintain accurate, up to date contact and medical details for the gymnasts.
- Help your child to recognise good performance, not just results.
- Set a good example by recognising good sportsmanship and applauding the good performances of all.
- Support your child's involvement and help them to enjoy their sport. Encourage but never force your child to take part in sport.
- Publicly respect and accept officials' judgements.
- Gymnasts are occasionally filmed or photographed for publicity or training purposes, you must inform the club and coach if you do not agree to this.

THANK YOU FOR TAKING THE TIME TO READ THIS INFORMATION

WHAT WE DO

NELGC offers a range of classes to suit children of all ages and abilities from recreational through to competitive.

Pre-School Gymnastics without parents 3 - 4 years

Pre-School Gymnastics with parents 1 - 4 years

Gymnastics 4 -12 years working to a our clubs Tumbling Stars development scheme

Display Team - Performing as a group in festivals throughout Britain and Abroad.

Squads - Women's Artistic

Squads - Floor & Vault Squads

Holiday Courses: For members and non members during school holidays.

Trial Sessions: Come and have a go before you join.

Adult volunteering, get involved and find out more about us.

Trainee Program: Young persons volunteering and coach training program.



OUR TRAINING SPACES



TRAINEE ACADEMY PROGRAM

Any gymnasts at the club aged 13+ can apply to take part in this program

The Aims

The aim of this program is to offer our trainees the opportunity to use and develop existing knowledge and gain experience in the work place. The academy trainees gain work experience and have the opportunity to develop skills and give back to the community by passing on knowledge to others at the club. As part of the program trainees assist in our Tumbling Stars Classes initially working alongside another more experienced trainee or coach before taking a small group under the supervision of a one of the program leads. They gain work experience and have the opportunity to develop skills complete vocational courses and give back to the community by passing on knowledge to others at the club.

Who Runs the Program

The training program has been structured by Lara Overall MSc our director of coaching who is a British Gymnastics mentor, tutor, examiner, teachers tutor, coach and judge and has a background as a university lecturer. Also leading on this program is one of our welfare officers Tracy Hill who is a fully qualified Women's Artistic Coach and has a background as a Primary School Teacher and NQT Mentor.

Want to Get Involved?

We actively encourage parent involvement at the club. If you think you can help and have a bit of time to volunteer we would love to hear from you.

- [Join the Parents Group](#)
- [Get involved with fundraising](#)
- [Help With Running Events](#)
- [Donate towards a project or equipment](#)
- [Help with one off projects](#)
- [Join the Health & Safety Team](#)
- [Join our Welfare Team](#)
- [Get Involved With Coaching](#)
- [Become a Judge](#)
- [Become a Trustee](#)



OUR TRAINING SPACES



THE BENEFITS

Gymnastics is not just about the physical benefits and becoming a great gymnast it offers many additional benefits that help children to become well rounded adults.



Physical Benefits

Social Skills

Cognitive Benefits

Self Confidence

Work Ethic

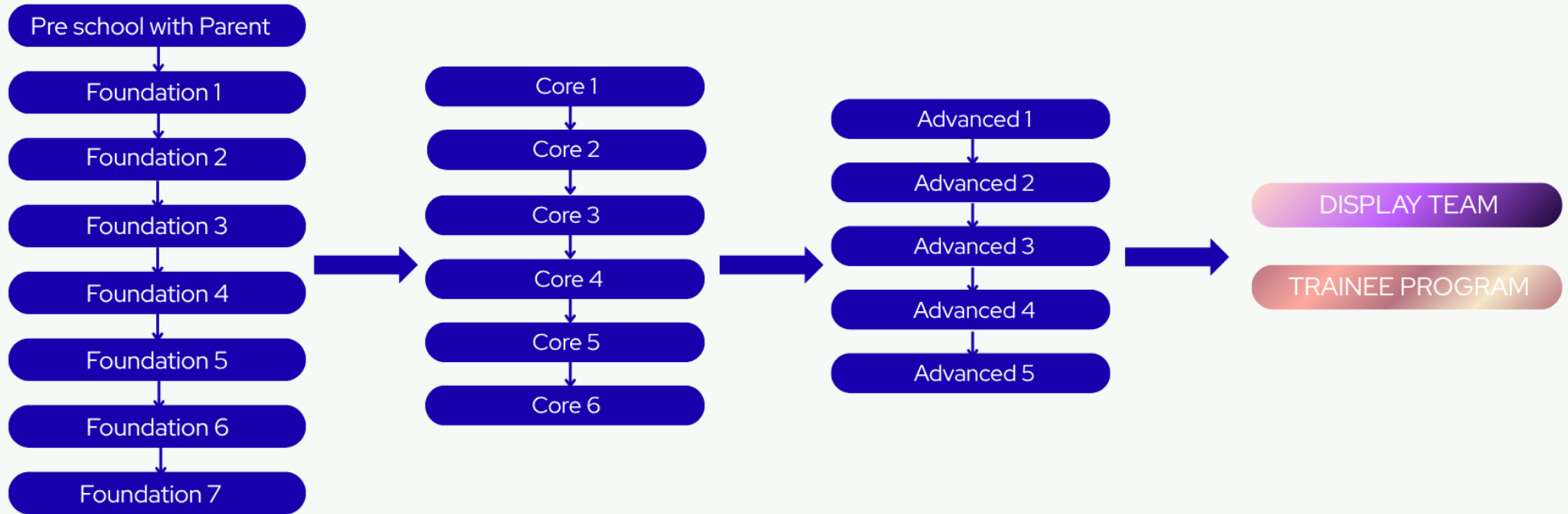
Discipline

Determination

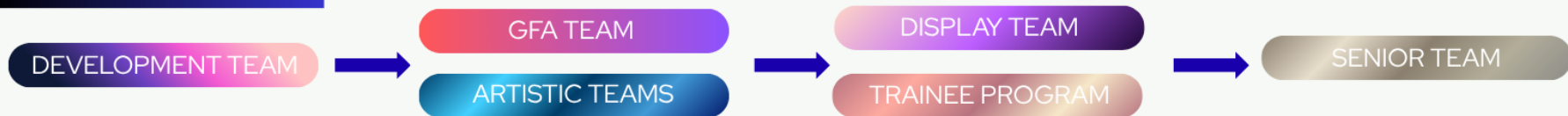
Performance

Gymnastics is a great fitness program as it works on all aspects of physical fitness improving; Muscular endurance, core stability, strength, power, flexibility, speed, co-ordination, balance, spatial awareness, reaction time and anaerobic fitness.

CLUB PATHWAY



COMPETITIVE PATHWAY



TUMBLING STARS CLUB PATHWAY :4 -12 YEARS

MOST CHILDREN WILL START IN OUR TUMBLING STARS CLASSES

Training Times: Classes are between 45 mins - 3 hours and children usually start with 1 session per week.

Coach Ratio: 1:4 Up to a max of 1:8 depending on class

Progressing through the Tumbling Stars

Program: Everyone is different and no matter how hard you train or how experienced your coach is you may not all reach the same level. Here at NELGC we constantly monitor your child's progress and will move your child into a different group if we feel they either need a bit more time on the skills they are working on or are capable of moving at a faster pace. We offer classes from Pre-school through to competitive gymnastics disciplines and have gymnasts training and performing at club events through to international performances. All the children at the club will be given opportunities to take part in displays and competitions as they progress through the club.

What happens in these classes: These children usually attend 1 or 2 sessions each week and work towards our club Tumbling Stars Award Scheme. The scheme starts at

Level 5 and progresses up to Level 1. Gymnasts start by developing core gymnastics skills on the floor, on the apparatus working on travelling skills, strength work and landing safely. All the children will use bars, beams, vault, trampet and hand apparatus. Once they have confidently achieved the skills on one level, they will move to the next level and you will be informed when they need to move up to the next class. Once they are ready, they start to progress through rolls, handstands and cartwheel elements on the floor and more advanced skills on all the apparatus including, air tracks, bars, beams, vault and trampet. All the gymnasts have the opportunity to be assessed for awards and progress to the next level. Gymnasts take part in club events including the annual club display, levels 3 - 1 take part in the club competition.

Progressing To a competitive pathway: If we identify that your child already has a lot of skills or shows a lot of potential for the sport we may invite them to try out for a squad. We normally select children who are aged between 4 - 7 years old.

Trial Class

This is perfect for new participants who would like to try out before signing up for a course. We would normally recommend attending a trial session first as this gives you a chance to see if this is the right activity and club for your child. The coaches will go through the core skills needed for gymnastics in a fun way, with the aim of introducing the fundamentals of gymnastics and identifying what skills gymnasts already possess.

How to book a trial class

Sessions can be booked via the NELGC website and are available on a first come first served basis.

The sessions are usually advertised on the home page of the website on the 10th of the month.

Each class has very limited spaces 4 - 6 gymnasts per coach. We are not usually able to amend a booking after it is made so please make sure that you have booked the correct age group and a session time that you will be able to attend before completing the booking.

After the trial we will email to advise you of which session to book and children will usually start in our Tumbling Stars Program.

Welfare

PROTECTING CHILDREN HOW TO REPORT A CONCERN

The Club's Welfare and Protection Officer is:

Tracy Hill

What to do if you have a concern:

If your concern is regarding a specific incident please make a note of the date and time it occurred and report it as soon as possible to the welfare officer. Please make a note of the key facts relating to the incident.

If you have a general concern please make a note of the main points of your concern and report them to the welfare officer.

If you are not sure about whether to report a concern or not we advise that you do report it, it is important that the Club is aware of your concerns even if you are unsure about them. The Club's employees are bound by their codes of conduct to treat all reports with the utmost discretion and confidentiality.



If for any reason you do not wish to raise your concern with the welfare officer please contact the managing director Lara Everall.

Ways of making contact:

You can raise your concerns in person by arranging to meet the welfare officer.

You can email **welfare@nelgc.org**.

You can write a letter highlighting your concerns.

You can send a letter anonymously highlighting your concerns - however, please be aware that it is much more difficult to address the problem if we cannot contact you.

PLEASE REMEMBER THESE GUIDELINES ARE FOR EVERYONE; STAFF, VOLUNTEERS, CHILDREN AS WELL AS PARENTS.

IT DOESN'T MATTER WHO MAKES THE REPORT, OR HOW OLD THEY ARE, EVERYONE'S CONCERNS ARE EQUALLY IMPORTANT AND WILL BE TREATED SERIOUSLY