

*Balwearie*



*Gymnastics*

*Club Handbook*

*2008 – 2009*

*Issue 2*

**Our website:**

**[www.balweariegymnastics.co.uk](http://www.balweariegymnastics.co.uk)**

**Our email:**

**[enquiries@balweariegymnastics.co.uk](mailto:enquiries@balweariegymnastics.co.uk)**

**Our telephone:**

**0845 438 1768**

## **Good Practice Statement**

Balwearie Gymnastics Club aims to create an enjoyable environment for all individuals who wish to take part in the sport of gymnastics. Children and young adults have the right to be safe, secure and should be protected from neglect, bullying, physical and sexual abuse.

Balwearie Gymnastics Club has adopted the Scottish Gymnastics Association Child Protection Policy and has procedures in place to help any individual who requests help and support on a confidential basis, in relation to child protection.

The Club has appointed a Child Protection Co-ordinator, Mrs J Gear, who is specifically responsible for dealing with matters relating to child protection. She can be contacted directly on 01592 204428. Each gymnast will receive a booklet on registration.

## **General Rules**

The following rules apply to those invited to attend training sessions, classes, competitions or displays held under the auspices of Balwearie Gymnastics Club:

### **Class administration:**

Attendance is expected at all sessions - if three consecutive sessions arrive without notification then this may result in gymnast being removed from class register. Notification should be made to Lorraine Crawford Tel: 0845 438 1768.

Class fees and membership fees require to be paid on a monthly and / or a one-off payment. Failure to conform will result in the gymnast being suspended from Balwearie Gymnastics Club. Queries or problems with Standing Order Payments or any other means of payment please contact Raymond Mann Tel: 01592 264517.

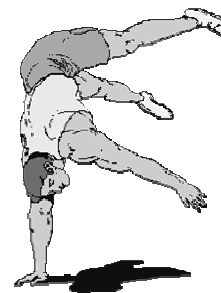
A class sign in/sign out register is in place. Parents / guardians must ensure that all pre/primary aged children are signed in and out by a responsible adult.

Membership forms must be completed on an annual basis.

Balwearie Gymnastics Club will make every effort to contact all gymnasts if a class is to be cancelled for any reason. If training venues are to be altered due to circumstances out with Balwearie Gymnastics Club's control, the Club will make every effort to redirect gymnasts to an alternative facility. In addition, the website will be updated to notify you of any changes.

## Term Dates for 2008 - 2009

Term 1 Autumn	Mon 25 <sup>th</sup> Aug 2008	to	Sun 12 <sup>th</sup> Oct 2008
Term 2 Winter	Mon 27 <sup>th</sup> Oct 2008	to	Sun 14 <sup>th</sup> Dec 2008
Term 3 Spring	Mon 5 <sup>th</sup> Jan 2009	to	Sun 5 <sup>th</sup> April 2009
Term 4 Summer	Mon 20 <sup>th</sup> April 2009	to	Sun 28 <sup>th</sup> June 2009



### Transport:

Gymnasts will be expected to attend punctually and remain throughout the duration of the allocated training time. Gymnasts require escorting to the training venue within Balwearie High School Community Use on arrival and collected on departure from the training venue by parents/guardians.

Parents/guardians must make every effort to collect their children on time from training sessions or events. Balwearie Gymnastics Club recognises that emergency situations may arise which prevent this and the following procedures should apply (i) telephone Balwearie HS community Use, 01592 583490, and advise class coach stating expected time of arrival (ii) or, make alternative suitable arrangements.

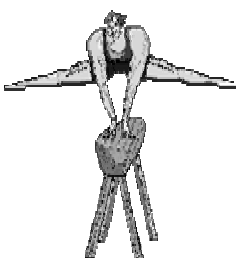
Coaches can not transport gymnasts to or from training sessions/events. Parents/guardians should not put coaches in a position which goes against Scottish Gymnastics policy.

### Dress Code:

Dress should always reflect the sport in a positive image. The code of dress is designed to safeguard the participant and coach. A leotard, unitard, BGC t-shirt and/or tracksuit should be worn when attending training sessions/competitions.

The wearing of jeans, strappy tops, flared/hipster tracksuit bottoms are not suitable. Bare mid-drifts must not be on show. Socks are not permitted.

A Merchandise order form is available from the class coach or the relevant Merchandiser.



Leotards, unitards and BGC t-shirts are available from Jill Malcom Tel: 01592 205981.

Tracksuits, gym slippers, hand grips and wrist bands are available by contacting Karen Haughton Tel: 01592 267718.

In the interest of health and safety, if gymnasts wear inappropriate clothing then action will be taken. This may result in dismissal from the Club in accordance with the British Gymnastics Health, Safety and Welfare Policy.

Balwearie Gymnastics Club promotes a no-tolerance policy on the wearing of jewellery or body piercing adornments in the interest of health and safety. Long hair must also be tied back.

If gymnasts are required to wear specialist equipment, such as hand guards etc, for their protection then they must comply with class coach recommendations.

Where possible, we ask that parents/guardians should be responsible for young children in the changing rooms and toilets. Please ensure toilet visits are taken before training sessions begin. If however this causes a problem, assistant coaches/class helpers will escort children to the toilet during class time.

### **Mobile Phones:**

The use of mobile phones during a training session/ competition is not permitted. All phones must be turned off once gymnast has entered into the training facility.

### **Valuables:**

Balwearie Gymnastics Club will not accept responsibility for the loss of valuables. For this reason gymnasts should not bring items of a valuable nature to training sessions or other events run by the Club.

### **Behaviour:**

Gymnasts must behave in an appropriate manner at all times. If behaviour is cause for concern then parents/guardians will be informed immediately by class coach. The Club's Head Coach will only become involved if this proves to be appropriate.



Gymnasts are not permitted to consume alcohol or smoke on the premises in accordance with Fife Council's letting procedures. Parents/guardians will be informed and necessary action taken thereafter.

Gymnasts found in possession or use of any illegal or prohibited drugs will result in immediate suspension in line with Scottish Gymnastics Drug Abuse Policy. Parents/guardians will be informed and necessary action taken thereafter.

Gymnasts must remain within the vicinity of the training facility, i.e. Gymnasium or Assembly Hall, at all times unless otherwise authorised by class coach and parent/guardian.

## Consumption of Food:

Hot food must not be consumed within the training facility. Water is actively encouraged and should be brought in a non-breakable drinks bottle container.



Breaks may be given depending on length of training session. Class coach will supervise this. Money for vending machines is not encouraged. A "packed lunch" box is far more suitable.

## Photographic Equipment:

It is the policy of Balwearie Gymnastics Club that the use of video cameras, cameras and mobile phones with photographic/video attachments at training sessions / events be strictly controlled.

Any person wishing to use photographic equipment must register their intentions with the Club.

## First Aid:

Balwearie Gymnastics Club maintains a written report of any incident or injury together with any subsequent treatment.

The Class Coach will act as a reasonable parent if the need arises for the administration of emergency first aid.



Balwearie Gymnastics Club and the class coach in charge of participants' class should be notified of any injury, medical condition or medication that may prevent gymnast participation or affect performance.

## Safe Recruitment:

Balwearie Gymnastics Club coaches, class helpers and officials are committed, dedicated people who are motivated to work within the sport for commendable reasons.

All personnel submit volunteer application forms and undergo Disclosure Scotland checks as required by the sports Scottish Governing Body - Scottish Gymnastics Association.

All personnel keep up to date with British Gymnastics coaching qualifications, knowledge and technical skills.

All personnel will only work within the level of their competence.

## **Communication:**

Balwearie Gymnastics Club distributes newsletters to all gymnasts each term. Event flyers / posters may also be used.

The Club now has a website and will keep you up-to-date with current and proposed activities:

[www.balweariegymnastics.co.uk](http://www.balweariegymnastics.co.uk)

In some cases, gymnasts will be asked to keep training diaries; this is another way that coaches will keep in contact with parents/guardians.

Competition results, fundraising events or other matters of interest will be forwarded to local Press. This is our way of letting the local community see what the club is achieving.

## **Annual Events:**

Balwearie Gymnastics Club prepares gymnasts for in-house competitions such as club championships and displays. Gymnasts are also encouraged to participate in competitions organised by Fife Gymnastics Network as well as Scottish Schools events.

All gymnasts will receive the necessary practise and training to undergo British Gymnastics / Scottish Gymnastics proficiency awards. Gymnasts will be tested and awarded accordingly.

## **In Summary**

All gymnasts must:

1. Respect officials, coaches, judges and other gymnasts at all times;
2. Support and encourage fellow participants;
3. Follow instructions given by a coach as quickly and exactly as possible;
4. Always train with a positive attitude - use all the time available to practise the skills you are working on;
5. Take care of the club's equipment;
6. Have pride in the Club and the training facilities at Balwearie High School - make sure you leave all areas as tidy as you found them;

All parents / guardians must:

1. Abide by rules regarding conduct and respect participants, associated parents / guardians, at all times;
2. Show appreciation to coaches and club officials. Most are volunteers and without them your child could not participate;
3. Encourage children to participate, do not force them. The best results are achieved by the intrinsically motivated;

If you are able to offer help, please let a committee member know - it's your club too!

### Club Committee

Balwearie Gymnastics Club is managed by a volunteer committee who meet regularly throughout the year. They exist to promote, foster and encourage the activities of all gymnasts and coaches belonging to the Club. The AGM is normally held in September.

The Committee is empowered to manage and direct the ordinary business and affairs of the club, and any special business that may be remitted to them.

### **Our present committee are:**

President	Irene Evans
Vice President	Lesley Cameron
Treasurer	Carolyn Shields
Minute Secretary	Rosemary Frew
Administrative Assistant	Lorraine Crawford
Class Fee Administrator	Raymond Mann
Head Coach	Jennifer Mann
Assistant Head Coach	Suzan Mayhew
Member & Website Coordinator	Tracy Bell
Member & Awards Coordinator	Shirley Paterson
Member & Merchandiser	Karen Haughton
Member & Merchandiser	Jill Malcolm
Member	Gillian Donnelly
Member	Elaine Morrison
Member	Johan Watson

**New committee members are very welcome.**

## Training Sessions

The Club offers 16 training sessions per week for a membership of approximately 300 gymnasts. These training sessions are run by 34 class and assistant coaches. All sessions are held within Balwearie High School Community Use, Kirkcaldy.

Class No.	Day	Venue	Time	Title	Coach
1	Tuesday	Gym	17.00:18.00	General Gymnastics Girls Recreation 7 - 9 yrs	Mrs Blanchard
2	Tuesday	Gym	18.00:19.30	General Gymnastics Girls Recreation 10 - 12 yrs	Mrs Blanchard
3	Thursday	Gym	17.30:18.30	General Gymnastics Boys Recreation 7 - 9 yrs	Jennifer
4	Thursday	Gym	18.30:20.30	General Gymnastics Boys Recreation 10 yrs +	Jennifer
8	Friday	A-Hall	17.15:19.15	Women's Artistic Girls Competition & Dev Comp	Norrie & Doris
9	Friday	A-Hall	19.15:21.15	General Gymnastics Girls School & Dev Comp	Jennifer
10	Friday	A-Hall	21.15:22.00	General Gymnastics Mixed Recreation Adults	Jennifer
11	Saturday	A-Hall	10.00:11.00	General Gymnastics Mixed Recreation 5 - 6 yrs	Norrie
12	Saturday	A-Hall	11.00:12.00	General Gymnastics Girls Recreation 7 - 9 yrs	Norrie
13	Saturday	A-Hall	12.00:14.00	General Gymnastics Girls Recreation 12 yrs +	Rebekah
14a	Saturday	Gym	12.00:13.00	General Gymnastics Girls Recreation 7 - 9 yrs	Mrs Blanchard
14b	Saturday	Gym	13.00:14.00	General Gymnastics Mixed Recreation 5 - 6 yrs	Mrs Blanchard
15	Saturday	A-Hall	14.00:16.00	General Gymnastics Girls Schools Comp / HS Link	Mrs Blanchard
16	Saturday	A-Hall	16.00:18.00	General Gymnastics Mixed School & Dev Comp	Jennifer
17	Sunday	A-Hall	10.00:10.45	General Gymnastics Mixed Preschool 3-4 yrs	Doris
18	Sunday	A-Hall	11.00:12.00	General Gymnastics Mixed Recreation 5 - 6 yrs	Doris

**Have fun and enjoy gymnastics.**