

# GUIDELINES

## For MEMBERS, PARENTS, GUARDIANS & VISITORS

1. Bulmershe Gymnastics Club is a not-for-profit members' sports club, which offers gymnastics and related training to children and adults. The club encourages all members to realise their potential while fostering confidence, self-discipline and motivation.
2. **MEMBERSHIP**  
Parents/Guardians of participating gymnasts under 16 years of age are members of Bulmershe Gymnastics Club. Gymnasts over 16 years of age are members in their own right and are entitled to vote in General Meeting.
3. **ENROLMENT**  
Boys and girls are enrolled for Pre-School or Beginners' classes on a first come first served basis. Gymnasts are selected for other classes and squads by assessment of ability and potential. Information about classes can be found on the notice boards and on our website ([www.bulmershegymnastics.co.uk](http://www.bulmershegymnastics.co.uk))
4. **FEES**  
Fees are due on demand and are non-returnable. All Club members are required to register individually with our Governing Body, British Gymnastics (BG). The BG membership fee, which includes personal accident insurance, must be paid direct to BG. Gymnasts without current BG membership are not permitted to attend training. For gymnasts in competitive squads, failure to pay fees in full more than two calendar months after the due date will result in automatic suspension of the gymnast from the Club until all outstanding fees have been paid. In Recreational and Beginners classes failure to pay fees by the due date will result in loss of a child's place in the class. Details of how to pay are given on the invoice.
5. **CODE OF CONDUCT**
  - Gymnasts must wear suitable clothing at training sessions – See the Code of Dress policy.
  - Gymnasts must be delivered to and collected from training sessions at the scheduled times. Gymnasts under the age of 12 years should be delivered to and collected from the training hall and not expected to wait in the car park, particularly after dark. If a child is being collected by someone who does not normally pick them up, the coach in charge of the session must be informed.
  - Parents of gymnasts under the age of 5 years must remain in the building during their training sessions.
  - Only gymnasts, coaches and parents of pre-school gymnasts attending Leap Frogs A classes are allowed in the training hall.
  - No food, drink or outdoor shoes are allowed in the training hall. **PLEASE GET READY FOR GYM and LEAVE ALL OUTDOOR CLOTHING AND SHOES IN THE CHANGING ROOMS.** The Club is not responsible for valuables – please leave them at home.
  - Gymnasts must not use any of the apparatus unless a qualified coach is present.
  - No smoking or alcohol consumption is permitted anywhere in the building.
  - Observation of gymnastics training is permitted only during 'viewing weeks' (twice a term).
  - Parents of children in Pre-school or Beginners classes may observe from upstairs at the discretion of the coach in charge. All spectating children must be fully supervised at all times.
  - Discipline and good conduct must be observed at all times. Loud play and boisterous behaviour anywhere in the gym are not permitted
  - No intimidating behaviour will be tolerated. This includes threatening, bullying, trying to gain an unfair advantage or public disparagement of club members/coaches.
  - **Failure to adhere to the code of conduct and/or breaches of other club policies will result in disciplinary action and may lead to suspension or exclusion from the club.**
6. **PHOTOGRAPHY**  
No photography, videoing or recording of training sessions are permitted. With parental consent the Club may use photographs or video recordings of gymnasts for training, coaching or publicity purposes only. Members should not put pictures of other club members taken in a club setting or at club events on social networking or other websites.
7. **MEMBERS' DETAILS**  
Bulmershe Gymnastics Club will retain members' details on paper and on a confidential database for administration and in-house mailings. Please see our Privacy Policy on the notice board in the entrance hall and on our website. Members have a right of access to any information held on them and additional rights under the General Data Protection Guidelines 2018.
8. **CONCERNS & COMPLAINTS**
  - Concerns or complaints about coaching matters should be made to the coach in charge of a training session or squad in the first instance, then to the Head of Operations.
  - Concerns or complaints about matters of child protection should be made to the Club's Welfare Officers.
  - Concerns or complaints about administration should be made to the Membership Manager.
  - Complaints may be made in writing to the Chairman and sent via the Club Secretary or via the internal mail box in the entrance hall.All complaints will be acknowledged and dealt with promptly.