



Earls Gymnastics Club Handbook



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Welcome

Welcome and thank you for joining Earls Gymnastics Club, we are a club with a huge National reputation for producing Regional, National and International gymnasts from a grass roots background; and now you are a part of it.

Earls Gymnastics Club is affiliated to British Gymnastics and has been GymMark accredited. GymMark accreditation is awarded to clubs that operate to a child safe and friendly policy and undergo regular checks to its compliance.

We hope that your gymnast enjoys their time with us and takes advantage of the opportunities given to reach their personal attainment.

We offer a range of coaching levels from recreational to full international, your gymnasts will be encouraged through coaching guidelines laid down by British Gymnastics to learn physical dexterity, social skills, communication skills and respect for themselves and others.

At Earls Gymnastics Club we take the safety and wellbeing of your gymnast as our uppermost concern, all officials and coaches are CRB checked, all coaches are qualified through British Gymnastics and our two welfare officers have been trained in 'time to listen', 'every child matters' and 'child protection', all coaches and welfare officers are first aid trained.

Earls Gymnastics Club is a self-funded members club that has an elected committee and run by a management team. The committee meets throughout the year to discuss matters arising and ensure our continued compliance to our adopted constitution.

Whilst we are successful in producing top gymnasts that compete at the highest level and run the club in an ever increasing professional manner, we are also very keen to keep the family oriented atmosphere, therefore we encourage you to speak to any of our coaches or officials about any concerns you may have.

As with any successful organisation there is a structure, rules and guidelines to adhere to for coaches, officials, gymnasts and parents or carers; please take time to run through these with your child.



Earls Gymnastics Club 'A Plotted History'

Plotted History

- Founded 1990 and run by Dudley Council.
- Earls Gymnastic Centre Halesowen was built with joint collaboration between Dudley Council, Earls High School and Sport England.
- 2000 Dudley withdrew funding and made all staff redundant.
- 2000 Earls Gymnastics Club was re-structured.
- 2000 Earls Gymnastic committee took over the running of the club
- 2000 New Head Coach appointed
- 2000 Earls gymnastics Club increased membership to approximately 300 constant members.
- 2000 a more equal opportunities approach adopted.
- 2002 Dudley parachute payment ran out.
- 2007 Awarded the coveted GymMark accreditation.
- 2008 Earls Gymnastics Club reduced its operating costs to meet ever increasing overheads.
- 2008 A more business approach was adopted and business model adopted
- 2012 Produced 1st Olympian
- 2016 Awarded funding from Sport England for expansion
- 2016 Produced twice competing Olympian
- 2016 2nd December opened second facility in Oldbury

Development

- From 2000 Earls Gymnastics Club has worked tirelessly to generate equal opportunities regardless of age, gender, religion or ability.
- Earls gymnastics is a working example of how boys and girls can work together in a chosen common sport.
- Earls Gymnastics Club is proud to have very promising boys and girls as future Great British stars.
- Officials from the club are regular attendees at courses to further our clubs development i.e. management, child awareness, welfare, equality and coaching.

Aims

- Our firm aim is continue to offer the children and young people of our local and sub-region the opportunity to experience gymnastics in a safe and professional environment.
- We aim to have our club represented at future Olympic and Commonwealth Games.

Ownership of the club

Earls Gymnastics Club operates as 'not for profit' and is committee run (please see the committee structure and our constitution attached).

Membership

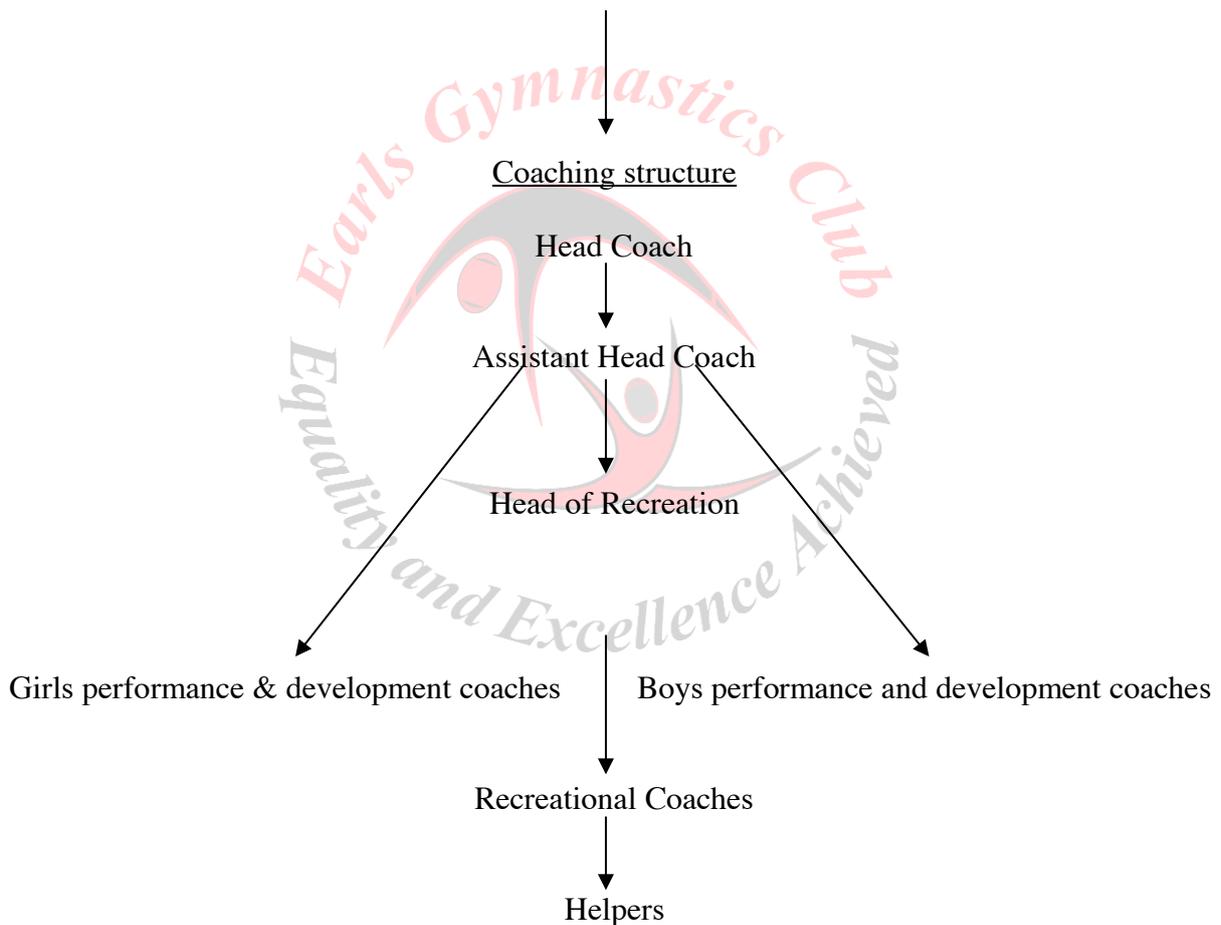
We adopt a non-discriminatory membership.



Club structure

Committee

Chairman/Treasurer	Jon Caulwell
Secretary	Sonia Caulwell
Club Manager and Head Coach	Michelle Baker
Assistant Head Coach	Ryan Bradley



Welfare officers: Sonia Caulwell
Yun Jia
Dave Harper

Regular updates kept on the notice boards Halesowen or Oldbury for changes or additional welfare officers

Contact telephone number Oldbury 0121 544 4004

Contact telephone number Halesowen 01384 818350



All coaches and welfare officers are first aid trained.

Constitution of Earls Gymnastics Club

1. Constitution

The club shall be called Earl's Gymnastics (hereinafter called "the club")

2. Objectives

The objectives of the club are;

- a) The club has as its main purpose the provision of facilities for, and the promotion of participation in amateur gymnastics.
- b) Promote such other purposes as may from time to time occur.
- c) Operate a 'NOT FOR PROFIT' policy

The club shall be non-party in politics and non-sectarian in religion.

3. Not for profit

All surplus income or profits the club may generate will be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

4. Membership

- a) The club will have an open membership without discrimination of any type and will be open to anyone interested in the sport of gymnastics regardless of sex, age, disability, ethnicity, nationality, sex orientation religion or other beliefs.
- b) Membership numbers may be limited on a non-discriminatory basis to remain within Health and Safety guidelines
- c) The club committee may refuse membership or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.
- c) All members will be full members of the Club will have the right to vote, (for minors the voting rights can be transferred to their legal guardian)
- d) All club members will pay a membership fee on an annual basis: the levy to be set by British Gymnastics, no gymnast shall participate without registration.

5. Registration and termination of membership

- a) Any member of the club may resign his or her membership by giving to the acting chair written notice to the effect.
- b) The management committee may by resolution passed at a meeting thereof to terminate or suspend the membership of any member if in its opinion his or her conduct is prejudicial to the interests and objectives of the club PROVIDED THAT the individual member shall have the right to be heard by the management committee before the final decision is made, there shall be a right to appeal to an independent arbitrator made available and provided by the club.

6. Committee

The committee will resign on a 5year cycle to coincide with the new 10year lease taken out at Oldbury 2017, 2022, 2027 each member of the committee will stand down and offer themselves for re-election by the members, the members (or legal guardian if appropriate) are able to nominate any other member for election to the committee by a vote as long as any nominee passes the regulations for a fit and proper person and meet the commitment required.

Committee members wishing to leave the committee of their own volition within the running term should do so in writing giving one months' notice.

From time to time the committee may deem it fit to elect a sub-committee



7. AGM

An annual general meeting will be held in February at a time and place that is convenient for the members and their legal guardians to be decided by the committee.

At any AGM a minimum quorum of three to be present including the Chairman, Secretary and members

8. Special general meetings.

Whenever the Chair feels it is appropriate a special general meeting of the club may be convened. This type of meeting may also be convened upon a requisition made to the chair in writing by at least nine members of the club. Any such requisition shall express the object of the meeting proposed to be called and upon receipt of such a requisition the Chair shall forthwith convene a special general meeting. At least fourteen days notice of every special general meeting, specifying the place, the hour and the day of the meeting and the purpose for which such a meeting has been called.

9. Minutes

The club secretary shall cause minutes to be made of all resolutions and proceedings of all of the meetings and such minutes shall, upon question have a vote taken thereon, either at the meeting or at a subsequent meeting, be signed by the chair and when signed by the chair shall be conclusive evidence of the correctness of the entry. Notes of all meetings will be made available to all members to challenge or approve accordingly.

10. Voting

Except as otherwise provided within these rules, every question provided at management committee or other meeting shall be decided by the majority of the vote of the present and entitled to vote in accordance with these rules and in case of equality of votes, the casting vote will be given by the Chairperson.

11. Powers to Borrow

The members give authorisation to the committee to have 'The Powers to Borrow' to loans funds and create credit term.

12. Trustees

The club may appoint trustees, who shall be empowered to invest or hold in their own names such funds, land and property of the club as the management committee may from time to time direct. On death or resignation of any of the trustees, the management committee may at any special general meeting appoint other trustees in place. The number of trustees if appointed shall not be less than two and not more than three.

13. Accounts

The treasurer shall keep books of accounts and a scrutineer appointed for the purpose for auditing the accounts. Such accounts will be presented at the annual general meeting. Any books and accounts will be made available to any member on request

14. Annual accounts

At the annual general meeting the management committee shall lay before the members a detailed statement of the income and expenditure of the club for the past twelve months and such a statement shall be made up to the 31st of March. The trustees if any shall at the same meeting lay before the members a detailed statement of accounts made up to the same date.

15. Dissolution



If, at any General Meeting of the Organisation, a resolution be passed calling for the dissolution of the Organisation, the Secretary shall immediately convene a Special General Meeting of the Organisation to be held not less than one month thereafter to discuss and vote on the resolution.

If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Organisation and discharge all debts and liabilities of the Organisation.

After discharging all debts and liabilities of the Organisation, the remaining assets shall not be paid or distributed amongst the Full Members of the Organisation, but shall be given or transferred to some other approved sporting or charitable purpose, and this is defined as,

- The purpose of the sports governing body for use in related community sport.
- The purpose of another CASC,
- The purpose of a charity.

Upon dissolution of the club any remaining assets will not be distributed or otherwise shared between the members of the club, but will be transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

Chair of Earls Gymnastics Club
Jon Caulwell



CHILD PROTECTION POLICY

Earls Gymnastics Club

Is committed to ensuring that those working with children and vulnerable adults adopt best practice to ensure the health, safety and welfare of the participants and staff.

The club will endeavour to promote the highest standards of care for all members, staff and officials by:

- The adoption of the BG Health, Safety and Welfare guidelines.
- The adoption of the BG guidelines for the Protection of Children and Vulnerable adults.
- The appointment of a Welfare Officer (Child Protection Officer) to whom grievances or complaints can be made confidentially.
- Ensuring that staff are suitably trained in Child Protection and Health, Safety and Welfare issues.
- Ensuring that coaches and officials have been screened to confirm their suitability to work with children. Where appropriate this will include Criminal Record Bureau disclosure.
- Ensuring that best coaching practice guidelines are followed at all times.
- Ensuring that grievances or complaints are dealt with promptly and in accordance with the grievance procedures.
- Ensuring that a minimum of two responsible adults are present at all training sessions or events.
- Ensuring that the participants and/or parents are aware of the purpose of videoing, filming or photography during training or events.
- Having a zero tolerance level or poor practice, bullying or any potential form of abuse.



Coach to Gymnast Ratio

Earls Gymnastics Club GYMNAST TO COACH / TEACHER RATIOS

To ensure that a safe and effective coaching/teaching situation is maintained BG recommends the following maximum ratio of participants to Coach/Teach.

- Pre-School classes : 8 participants to 1 coach
- General / recreation classes : 15 participants to 1 coach

However when groups are warming up, cooling down or working on low risk activities on a floor area, the ratio may be increased within the bounds of safety.

For other gymnastics activities the ratio of participants to coach will vary according to the activity, the experience and ability of the gymnast and coach and the type of facility. When working with participants with disabilities a competent assessment of the risk to the participants must be made in determining the ratio of gymnast to coach, which may range from 2 to 1 through to 8 to 1. There should always be a minimum of 3 persons in the gymnasium, one of whom must be an appropriately qualified coach.

Please refer to the Code of Conduct from Trampolining for trampolinist to coach ratios.

Registration taken for each session

All Earls Gymnastics sessions fall within the guideline laid down by British Gymnastics. All participants are registered separately detailing their coach in any one session therefore, the gymnast to coach ration can be constantly monitored. As any session drops in number below that recommended by *Earls Gymnastics Club* and within BG's guidelines; the Child Welfare Officer contacts people on the waiting list and lets them know the availability of the session.



Earls Gymnastics Club

Child Protection Policy Statement

This is to confirm that *Earls Gymnastics Club* has adopted the British Gymnastics Child Protection policy.

Signed: *Michelle Baker*(Head Coach)

Date: *03/10/2016*



Earls Gymnastics Club

Health, Safety and Welfare Policy Statement

This is to confirm that *Earls Gymnastics Club* has adopted the British Gymnastics Health, Safety and Welfare policy.

Signed: *Michelle Baker* (Head Coach)

Date: *03/10/2016*



Earls Gymnastics Club

EQUITY POLICY

Is committed to exemplary standards of conduct through the principles of equity and good moral and ethical frameworks.

The club will encourage individuals from all communities to become involved at all levels of participation, coaching, officiating and management.

The club will ensure that all members and staff adhere to the following equity principles.

- i. All persons must respect the rights, dignity and worth of every human being.
- ii. All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability.
- iii. Equity must permeate throughout strategic and development plans.
- iv. An equal professional service will be provided for all participants and discrimination through race, gender or disability will not be tolerated.
- v. Sexual and racial harassment and discrimination will be prohibited.



Earls Gymnastics Club

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 Welfare officer, following the grievance procedure .

As a member of *Earls Gymnastics Club* you are expected to abide by the following club rules:

- All members must participate within the rules and respect coaches, judges and their decisions.
- All members must respect opponents and fellow club members.
- Members should keep to agreed timings for training and competitions or inform their coach if they are going to be late.
- Members must wear suitable attire for training and events as agreed with the coach. Keep all long hair tied back. Remove all body jewellery.
- Members must pay any fees for training or events promptly.
- Members must not smoke, consume alcohol or take drugs of any kind whilst representing the club at competitions or other events.
- Members should treat all equipment with respect.
- Members must inform the head coach of any injuries or illness they may have before the warm-up begins.
- Members should not eat or chew gum during a session.
- Members must not use bad language.
- Members should remain with coaches at the end of a session until collected by their parent or guardian.



Earls Gymnastics Club

CODE OF CONDUCT

For Parents / Guardians

- Encourage your child to learn the rules and participate within them.
- Discourage challenging / arguing with officials.
- Publically accept officials' judgements.
- 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.
- Never force your child to take part in sport.
- Always ensure your child is dressed appropriately for the activity and has plenty to drink.
- Keep the club informed if your child is ill or unable to attend sessions.
- 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.
- Never punish or belittle a child for poor performance or making mistakes.
- Always collect your child promptly at the end of a session.
- Support your child's involvement and help them to enjoy their sport.



Earls Gymnastics Club

CODE OF CONDUCT

For Club Coaches,
Officials and Volunteers

The essence of good ethical conduct and practise is summarised below. All Club Coaches, Officials and Volunteers must:-

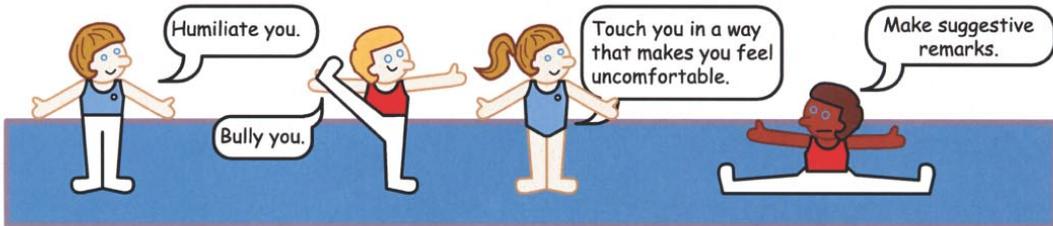
- Consider the well being and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers based on mutual trust and respect.
- Hold the appropriate, valid qualifications and insurance cover.
- Make sure all activities are appropriate to the age, ability and experience of those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills.
- Display consistently high standards of behaviour and appearance, dressing suitably 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 performers stay overnight at your home.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the BG Child Protection procedures.
- Never condone rule violations or use of 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 performers to value their performances and not just results.



**Feel Good,
Feel Safe,
Feel Happy
with British Gymnastics**



It is WRONG for Somebody to:



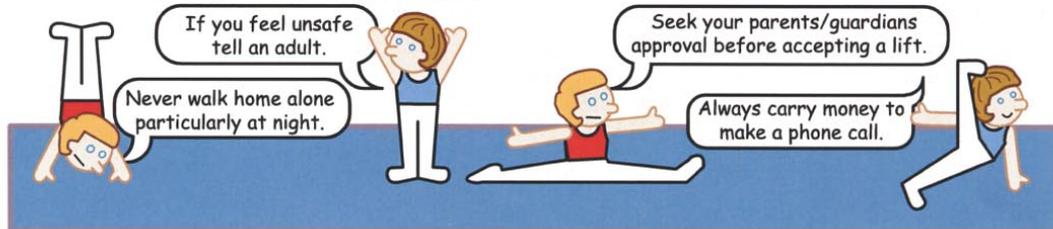
You SHOULD:



To feel safe You SHOULD:



To feel safe You SHOULD:



REMEMBER:

**If you are being bullied it is NOT your fault
Do not ignore what is happening, tell an adult you trust**

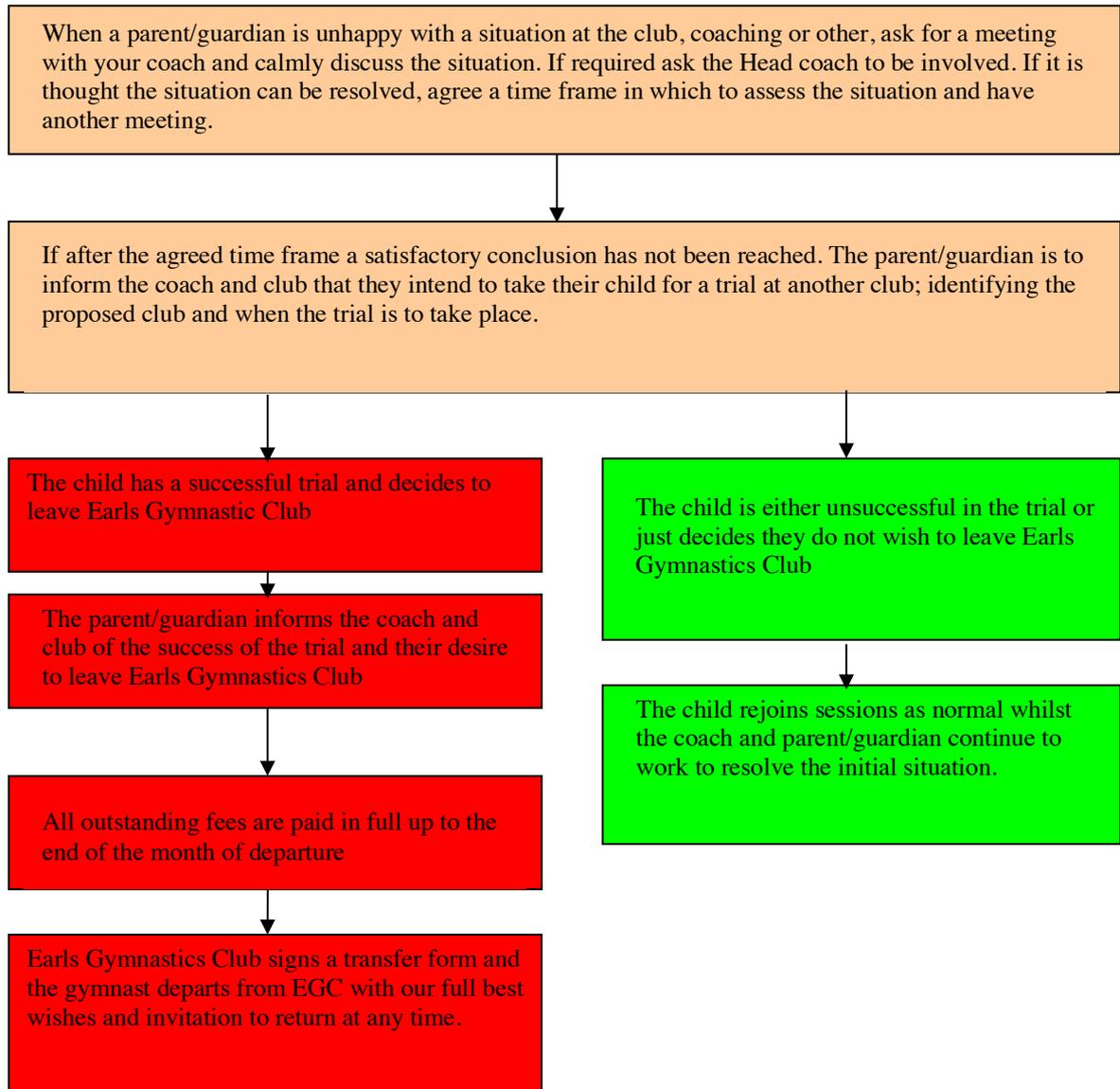
If you need help, you can ring:
NSPCC HELPLINE: 0808 800 5000 or contact your local Police Station
British Gymnastics Association: 0845 1297129 ext 323 (local call rate) Ext. 323

CHILDLINE: 0800 1111



Departure Procedure

Earls Gymnastics Club accepts that from time to time a difference in opinion or personality may lead to a parent/guardian wishing to take their child to join another club. Whilst this situation is unfortunate we accept and respect people's wishes, we ask however one thing; the situation is handled in a correct and professional manner. To help in this potentially awkward situation we have designed a procedure we would ask people to adopt. Also take note of our grievance procedure.

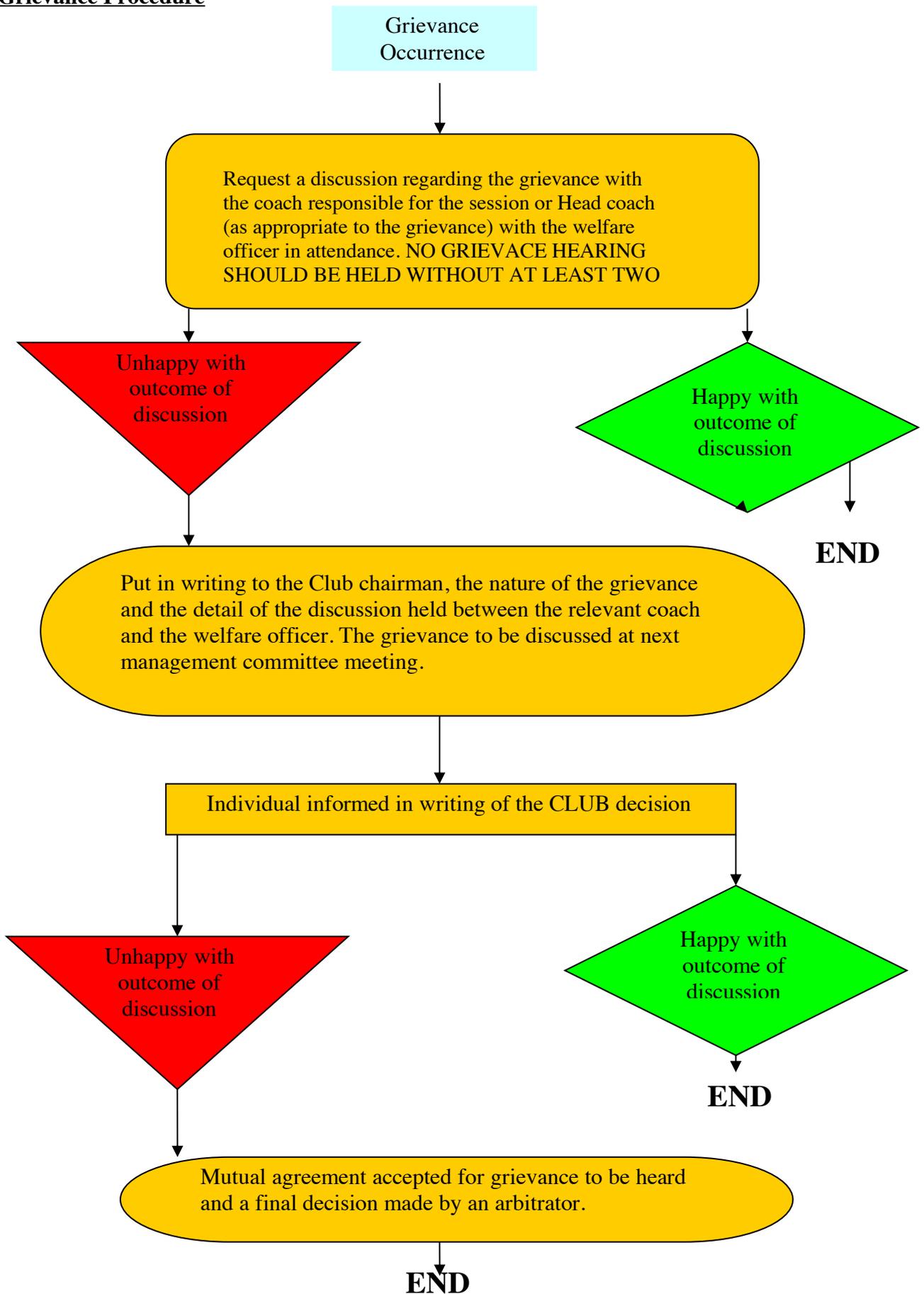


Failure to adopt the departure procedure could result in the Earls Gymnastics Club refusing to sign the transfer form resulting in the child not being eligible to compete for their new club for twelve months.

Please remember when leaving one club to go to another; your child will be in contact with gymnasts' coaches and officials from their previous club. To avoid embarrassment or awkward situations arising; please always do things the right way, in a professional manner and with the child's feelings in mind.

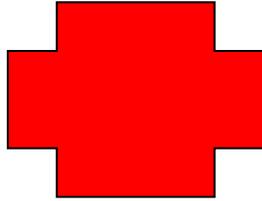


Earls Gymnastics Club
Grievance Procedure





Earls Gymnastics Club



FIRST AID



❖ ALL Earls Gymnastics coaches have qualified in first aid.



Earls Gymnastics Club

Policy for

Entering the Gymnasium

1. **Persons entering the gymnasium** – Only people who appear on the list of coaches and volunteers are allowed to enter the gymnasium (unless specifically requested to by a coach or official). All members entering the gymnasium on a regular basis must have a current CRB check (Criminal Record Background) by British Gymnastics for Earls Gymnastics Club.
2. **Payments** – Payments of any kind Fees, bonus ball, chalk, Eaton, competition fees etc, to be made via the reception hatch.
3. **Attention of gymnast or coach**– If contact is to be made with a coach or gymnast, please do so through either of the welfare officers or officials via the reception hatch.
4. **Discussion with coaches** – We understand that occasionally you may wish to speak to a coach however, we request that you respect that the coaches time is for coaching and therefore any request for a discussion be made via the welfare officers at the reception hatch for the end of session. Your request can then be passed to the coach and decide whether to have the discussion in or out of the gymnasium
5. **Pre-school** – we are required to allow pre-school gymnasts to be accompanied by their parents/carers.
6. **Young and new gymnasts** – Occasionally you will see parents of young or new gymnasts enter the gymnasium with their child, this is a procedure that will continue with the specific acceptance of the coach involved, we hope you understand that entering the gymnasium the first couple of times can be a bit daunting and compassion is required.
7. **Development and performance gymnasts** - are to be sent in to the gymnasium with the appropriate food, drink and clothing for the session. Gymnasts are to be collected at the door at the end of the session with all the belongings. Where belongings are mislaid, contact the welfare officers at the reception hatch.



PAYMENT PROCEDURE

Please see our website for further information
www.earlsgymnastics.org.uk



Our collective commitment is to produce through a clear development pathway, from grass roots recreational gymnastics, national and international gymnasts from a less than privileged background that can help Great Britain truly compete on the World stage in the discipline of artistic gymnastics