



Trampoline and Gymnastics Club Policies & Procedures

Please note full detailed policies are available on request from Petra Burgess

Regulations and Codes of Conduct:

- **Age of admittance** – 4/5 (school age) plus
- **Clothing** – tracksuits or leotards. Socks to be worn, hair tied back. No jewellery or zips on clothing please.
- **Emergency numbers** – Simon 07572503619 or Petra 07814545111
- **Fees** - To be paid termly as stated in group text, letters and/or notice board (costs as per website/letter/Facebook /school noticeboard). Absences due to illness or for personal reasons must be paid for. If there is availability, then a make up session can be done in the same term. No roll-overs into a new term are allowed. No refunds will be given. In the event of an accident happening at the club, fees will be frozen for use up to the end of the following term (where a term is either terms 1 &2 or 3&4 or 5&6) or within one year. No refunds will be given. If a child is injured outside of club, any paid sessions are not refundable. If a venue cancels the BTA session for an event, or due to a closure for any reason including bad or extreme weather, the fees are not refundable as this is out of BTA control. No make up sessions are available for venue cancellations.
- **Late collection of children** – emergency numbers used as supplied on Personal Details Form. Coaches will NOT drive home alone with any pupil to drop off.
- **Snacks and drinks** - Not be eaten in the hall. No fizzy/energy drinks whilst training.
- **Notice of absence** – as soon as possible – contact information is on the website: bathtrampolineacademy.co.uk
- **Parental/carers involvement** – more hands less work!! Support is always grateful. Volunteers are needed for competition support – please contact us if interested/available.

- **Personal property** –brought at own responsibility, not the clubs. Lockable lockers available at Hayesfield School and Keynsham Sports Centre.
- **British Gymnastics Policy on Body Piercing and Adornments-** British Gymnastics believes that jewellery and adornments worn in body piercing are inappropriate for safe practice in gymnastics and trampolining. This policy applies to all participants and coaches in training and in events at home and abroad.
- **Policy on Nails:**
 - **False and Acrylic Nails: False, acrylic, poly gel, or press-on extensions are strictly prohibited.** They present a major safety hazard because they can catch on equipment or injure coaches during close-contact spotting.
 - **Length:** Nails must be kept short and at an active, safe length. Long nails pose a high risk of ripping, breaking, or scratching during apparatus work and spotting
 - **Right to Refuse Participation:** Coaches hold the absolute right to pull a gymnast from participating or competing if their personal appearance or nail length is deemed an immediate safety risk
- **Prescribed medication** – to be given by parents only.
- **Settling in** – parents may stay for the first session, but we prefer to be left with students without parents due to pupils' concentration greatly improves.
- **Sickness** – will contact parent ASAP on sudden sickness etc.
- **Gymnast's Code of conduct-** see additional sheet/website.
- **Parent's code of conduct** – see additional sheet/website.
- **Coaches Code of conduct** click [here](#)
- **PLEASE NOTE, NO USE OF MOBILE PHONES DURING ALL SESSIONS. PARENTS AND PUPILS ALIKE**

Policies:

Anti-Bullying Policy - please speak to Petra Burgess for a copy

Behaviour policy – all pupils must stay in the hall, act responsibly (by themselves, to others and coaches) and always stand around the trampoline to spot.

Child protection policy – all pupils have the right to be treated fairly. This also includes coaches. If any coach or parent feels that a pupil is being abused, within or out of the club please speak to the welfare officer (Petra Burgess) or head coach.

Confidentiality policy – all records and information are kept locked away. Situations, incidents arising are on a need-to-know basis only.

Data Protection Policy - please speak to Petra Burgess for a copy

Employee Training policy – staff to be updated on a regular basis (to inc first aid, welfare, safety)

Equal opportunities policy – everyone has the right to bounce and be treated fairly no matter race, disability, level of pupil etc.

Fire evacuation policy – exit building via closest door, head coach to register all gymnasts.

Flexibility Policy - – please speak to Petra Burgess for a copy

Harassment at Work Policy – please speak to Petra Burgess for a copy

Health and safety policy – to be adhered to all at times.

Hydration Policy – please speak to Petra Burgess for a copy

Nutrition Policy - please speak to Petra Burgess for a copy

Pain and Injury Policy - – please speak to Petra Burgess for a copy

Photography policy – only photos of your own children to be taken, with permission of the head coach. No flash photography.

Personal details form – to be signed for photos for publicity. You do have the right to refuse.

Placement policy – first come first served. Includes payment received as well. (Ratios 8/10 per trampoline bed and 16 per gym coach)

Privacy policy – we follow GDPR and take your privacy seriously. Contact numbers are in a locked phone and updated with consent annually. We follow BG online guidance regarding your personal information.

Safeguarding policy and procedure– strives to ensure that children and vulnerable young people are protected and safe from harm whilst participating in our classes.

Safer Recruitment Policy – please speak to Petra Burgess for a copy

Smoking, drugs and drinking policy – not to be used in club or used outside that affects training. Anyone caught with these will be removed from the club.

Special educational needs policy – all pupils to be included and treated fairly.

Standards and Expectations - please speak to Petra Burgess for a copy

Training and HD policy - please speak to Petra Burgess for a copy

Volunteer policy – the club encourages volunteer involvement, from support with equipment moving to roles at competitions. All volunteers will have an induction of the role they are supporting in.

Weighing Gymnasts - please speak to Petra Burgess for a copy

Whistleblowing Policy - please speak to Petra Burgess for a copy

Procedures

Complaints procedure – senior coach, head coach, then welfare officer. Then if extremely serious contact British Gymnastics. But please inform welfare officer beforehand to investigate further.

Concussion Procedure – please speak to Petra Burgess for a copy

Disciplinary procedure – all staff are subject to a disciplinary if breaching the coaches/clubs code of conduct.

Evaluation and monitoring procedure – to make sure we are working well as a company and coaching techniques are being monitored.

Fire evacuation procedure - when you hear the alarm please follow the venues procedure displayed around on the wall. That is: out as calmly as possible, head coach to check building and take register out to register pupils.

Recruitment procedure– all staff will go through vigorous checks inc DBS clearance.

British Gymnastics Policies can be found [here](#)

[Banes child employment document](#)