



# MEMBERS HANDBOOK

We hope this handbook provides all the relevant information you need for your membership.

If you have any further questions, please don't hesitate to get in touch – we're always happy to help.

## TK GYMNASTICS CONTACT DETAILS.

**Telephone number:** 07588763700 – Staffed at open times (otherwise leave a message)

**Email address:** [info@tkgymfit.com](mailto:info@tkgymfit.com)

**Website:** <https://tkgymfit.com>

**Welfare officer:** Sarah Goodwill Hall - 07751 137424  
Kirsty Thornton – 07932 024542

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## Welcome to TK Gymnastics.

Here at TK Gymnastics, we're passionate about helping every child grow stronger, more confident and build lasting friendships – all in a fun, supportive and safe environment.

Our classes are carefully structured around age and ability, ensuring each gymnast feels comfortable, challenged and proud of their progress.

Every session includes:

- Energising warm-ups
- Skill development tailored to their level
- Strength and flexibility training
- Cool downs to support recovery

All sessions are led by fully qualified, DBS checked coaches who are dedicated to encouraging, motivating and supporting each child as they learn new skills and reach their full potential.

At TK Gymnastics, it's more than just gymnastics- it's about confidence, resilience and smiling all the way through with our gymnastics family.

## Duty of Care

We are 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. We adopt the official British Gymnastics SAFEGUARDING POLICY AND PROCEDURES officially Approved by Committee & Board Head of Welfare and Safe.

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, and the recognition of all definitions and signs of abuse (section 5, pages 6-8)
- The adoption of the BG guidelines for the Protection of Children and Vulnerable adults.
- The appointment of a Welfare Officer to whom grievances or complaints can be made confidentially (Current Welfare Officer – Sarah Goodwill Hall – details on all notice boards and club communications Appendix 4, Page 27)
- Ensuring that staff are suitably and up to date and trained in Safeguarding - a mandatory requirement to maintain coaching qualifications and insurance. Safeguarding discussions being the first and most important discussion in regular staff meetings. (Section 2, Page 12)
- Ensuring that coaches and officials have been screened to confirm their suitability to work with children. This will include Disclosure and Barring Service checks and the request of suitable references.
- Ensuring that best coaching practice guidelines are followed at all times.
- Ensuring that grievances or complaints are dealt with promptly and in accordance with club procedures. (Part 2 Pages 12 – 21)
- 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 and at events.
- Having a zero tolerance level of poor practice, bullying or any potential form of abuse and promoting and applying the club antibullying policy.
  - The Lead coach will be responsible for the care and well-being during training, providing first aid and the safe dispersal after training and handing over the duty of care back to the parent/ guardian.
  - Parents are responsible for the handing over of the duty of care of the gymnast to the coaches, Gymnasts SHOULD NOT be dropped off in the car park.

WELFARE OFFICER – Sarah Goodwill Hall – [sarahgoodwillhall@gmail.com](mailto:sarahgoodwillhall@gmail.com) 07751 137424  
Kirsty Thornton – [kirsty@tkmanagement.co.uk](mailto:kirsty@tkmanagement.co.uk) 07932 024542

## Equality, Diversity and Inclusion policy

TK Gymnastics is committed to providing a safe, welcoming and inclusive environment where all gymnasts, coaches, volunteers and families are treated with dignity and respect to ensure our environment is one where everyone can thrive.

TK Gymnastics believes that everyone should have equal opportunities to participate in gymnastics regardless of age, disability, gender, gender reassignment, race, religion or belief, pregnancy or maternity, marital status, sexual orientation, socio-economic background or any other characteristic protected by law enabling the club to be the best it can be to meet the need of the wider community.

We will :

- Work in line with British Gymnastics equality policy, procedures and the British Gymnastics Policy for the participation of trans people in gymnastics competitions.
- Promote equality, diversity and inclusion throughout all club activities.
- Provide an environment free from discrimination, bullying, harassment and victimisation.
- Treat all members and workforce fairly and with respect.
- Make reasonable adjustments wherever possible to support accessibility and participation.
- Provide clear reporting procedures for concerns and complaints relating to discrimination or inclusion.
- Ensure recruitment, volunteering and coaching opportunities are open and fair.
- Encourage individuals from all communities to become involved at all levels of participation, coaching, officiating and management.

All club members, including workforce, volunteers, parents and gymnasts share responsibility for creating an inclusive environment and are expected to uphold this policy at all times.

Any breaches of this policy will be addressed through the clubs complaints, disciplinary or welfare procedures.

From time to time, the club may hold closed-door sessions to remove barriers to participation and promote inclusion and are delivered in accordance with the Equality Act 2010.

## Evacuation Procedure, Safety rules including clothing

### Evacuation

In the event of emergency evacuation of the building, the coaches will act in loco parentis for the gymnasts and facilitate safe evacuation from the fire exit doors (as per signage in the gymnasium).

The Coach in Charge has overall responsibility to conduct all safety checks.

### Safety/ Clothing

Recreation classes - Gymnasts should wear shorts, T-shirt, leggings or leotards. No clothing with zips or buttons.

Squad Gymnasts – Gymnasts should wear leotards and shorts or leggings. No clothing with zips or buttons.

Hoodies can be worn for warm up only and gymnasts train in bare feet (no socks) or gymnastics slippers/shoes.

Hair should be tied back off the face and if hair is below shoulder length in a ponytail it should be placed in a bun.

All body jewellery must be removed, in accordance with BG's jewellery policy. If jewellery cannot be removed a gymnast cannot participate, unless previously agreed with Head Coach.

If a gymnast wears spectacles to minimise risk of injury or damage please secure the glasses with a band or wear flexible frames.

### Snacks/Drinks.

Any snacks your child brings should be of the healthy variety and not contain any nuts.

Drinks should be water or juice no fizzy pop or energy drinks.

## Members Code of Conduct

The Club is fully committed to safeguarding and promoting the wellbeing of all our gymnasts. The Club believes that it is important that gymnasts, coaches, administrators and parents associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, gymnasts and parents are encouraged to be open at all times and share any concerns that they may have about any aspect of the Club with the Head Coach of the section or the Club Welfare Officer. As a member of the Club you are expected to abide by the following rules:

- Gymnasts must wear suitable attire (t-shirt and shorts/leggings, or leotards) for training and events as agreed with the Coach. All long hair must be tied back and all body jewellery must be removed, in accordance with BG's jewellery policy. If jewellery cannot be removed a gymnast cannot participate, unless previously agreed with Head Coach in competitive disciplines only.
- Gymnasts must inform the Head Coach of the section of any injuries or illness they may have before the warm up begins.
- Gymnasts should not eat or chew gum during a session.
- Gymnasts must not use bad language and are expected to maintain a good standard of behaviour at all times.
- Gymnasts must treat all equipment with respect and must not climb upon or use any equipment unless instructed to do so by a coach.
- Gymnasts must follow the instructions of the Coach at all times.
- All gymnasts must participate within the rules and respect Coaches, Judges and Officials and their decisions.
- All gymnasts must respect their opponents and fellow club members.
- Gymnasts should keep to agreed timings for training and competitions or inform their Coach if they are going to be late. Failure to attend training sessions on a regular basis without good reason and notification may result in a gymnast losing their place.
- Gymnasts must not smoke, consume or take or be under the influence of alcohol or drugs of any kind when training or representing the Club.
- Gymnasts under the age of 14 should remain with coaches at the end of a session until collected by their parent or guardian, unless parental consent has been given for walking home unaccompanied.
- Gymnasts must not leave the gymnasium or sports hall without the permission of their coach.
- TK Gymnastics reserve the right to remove from training, any gymnast who does not adhere to the rules or who is seen to compromise their own or others safety.

## Parents/ Guardians Code of Conduct

TK Gymnastics is fully committed to promoting good sportsmanship and providing a safe and child friendly environment for the advancement of the sport. As a parent or guardian of a gymnast member of the Club, you are expected to respect the following club guidance:

- Fees for training and events must be paid promptly in advance. The current appropriate British Gymnastics Association membership and insurance fee must be paid as soon as a gymnast joins the Club (after initial trial weeks) to ensure that the gymnast is insured.
- Always check there is a coach present who is responsible for your child's session before leaving them at the gym.
- Children must never be left on the premises without adult supervision.
- Always collect your child promptly from the gym at the end of a session.
- Encourage your child to learn the rules and participate within them.
- Discourage challenging and arguing with Coaches and Officials.
- Publicly accept Coaches and Officials' judgements.
- Help your child to recognise good performance, not just results.
- Set a good example by recognising good sportsmanship and applauding the good performance of all.
- Never force your child to take part in sport.
- Always ensure that 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 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.
- Support your child's involvement and help them to enjoy their sport.

## Social Media Policy

Our club promotes the responsible use of social media. Members, parents, coaches and volunteers are expected to use social media in a respectful and positive manner that protects the welfare of all participants and upholds the values of British Gymnastics.

- Use social media positively to celebrate achievements, promote the club and share information.
- Never post content that is bullying, abusive, discriminatory, offensive or damaging the reputation of the club or gymnastics community.
- Only post pictures of yourself or your own child unless all other identifiable faces have been obscured or appropriate consent has been obtained from their parent/carer.
- Personal information about gymnasts, families, coaches or volunteers must not be shared online.
- Remember anything posted online can be copied, shared or remain visible even after deletion.

## Payments and Holidays

### PAYMENTS

Session payments are due on the 28<sup>th</sup> of each calendar month (e.g. 28<sup>th</sup> May for June, 28<sup>th</sup> June for July etc).

Payments should be made by bank transfer to the following bank details using your child's unique reference number (e.g. TKXX0000) given to you at your child's first training session.

Account name : TK Gymfit CIC

Sort code : 30-99-50

Account number : 27722568

If fees are not paid by the 1<sup>st</sup> of every month, this will incur a late admin charge of £10 and may result in your child not being able to take part in the session until the payment is made.

If your child no longer requires a place in their class, please let us know asap (minimum time we require is one month's notice). This allows us to offer the space to the next person on the waiting list helping to make everyone happy and adjust our staffing accordingly.

### HOLIDAYS

Monthly Payments are calculated on a 48-week basis and pro rata to be the same each month.

We are open throughout the school holidays, bank holidays, and summer months, closing only for two weeks in December. Therefore, each year there are 3 weeks of FREE gymnastics! This also allows the club wriggle room should we need to cancel up to 3 classes a year due to staff sickness, exceptional circumstances or weather conditions.

Families will inevitably go away during the holidays, weekends and have time off for religious celebrations. Therefore, if your gymnast is unable to attend their usual session, they can switch to an alternative class that week, the following week or double up on classes another week subject to availability, ensuring they don't miss out on any sessions they have paid for.