

WELCOME

Welcome to Swindon School of Gymnastics.

This handbook will hopefully give you all the information you may require about our club

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MISSION STATEMENT

Swindon School Of Gymnastics prides itself on being a gymnastics club for all and to support and continue to deliver a family orientated facility which makes commitment to sport more achievable.

- To provide a successful pathway for children, young adults and adults to have a sense of well being and purpose in sport .
- To provide them with the opportunity to enjoy gymnastics at various levels by guiding them along appropriate pathways , one of which may lead to competitive gymnastics.
- To work with parents/guardians to limit any barriers to gymnastics whether this is financial, disability or family circumstance.
- To provide training and development for coaches
- To give parents of gymnasts the opportunity to be involved with the club's success by volunteering to help either on committees or on an ad hoc basis.
- To work with schools whether mainstream, special needs, home schooling , disability groups and other agencies to encourage and support children and adults to provide access to gymnastics.
- To work together, having mutual respect ,encouraging individual and group opportunities and recognising good sportsmanship. These values will assist in creating life skills and a healthy understanding that success is not all about medals – just doing the best you can.

HISTORY OF THE CLUB

Originally the club was known as PARK OLYMPIC gym club and was started about 50 years ago. Training took place in Pinehurst School gym and later in the Oasis when it opened. In the 80's we negotiated with Dorcan school to use their gym (and later the sports hall when it was built) . Unfortunately though, this involved putting all the equipment out and away but thanks to parents help this continued for many years. After Concorde gym club who trained in Greendown school joined us ,we changed the name to ThamesPark Gym Club and subsequently to Thamesdown Gym Club when Swindon changed its name to Thamesdown for a while .During the 90's we applied for a lottery grant so we could move premises but unfortunately this was not successful despite the fact the we were a very successful club with County and S.W champions and gymnasts in the National teams . In 1996 , Alec and Wendy started negotiations to be a registered limited company with charity status and in 1997 we became Swindon School of Gymnastics. We then moved into our current premises unit 4 Isis Industrial Estate and when finances permitted in 2004 and took over unit 3 as well in 2010 .

OUR STAFF

At present we have 3 paid head coaches who are very experienced and knowledgeable about gymnastics , a p/t paid coach and about 40 volunteers and coaches and helpers who are all passionate about the sport. Every coach is insured, has a current DBS and has attended safeguarding courses.

Our coaches are all Level 1 2 , 3 or 4 qualified and our helpers both parents and youngsters all have the opportunity to progress in the sport.

We always welcome parents to assist with classes – they all say they get a lot of satisfaction from the experience.

We also have Helen White on the payroll who is our administrator who is in the office 3 or 4 days a week (a list of these days each week is on a notice on the door of the office) and on the other days can be contacted on the club telephone number

CLASSES AVAILABLE

We have a varied pathway of gymnastic activities for all ages and abilities. We therefore cater for gymnasts that want fun and fitness and those who want the opportunity to enter competitions at various levels

Preschool (stay and play) for 0 – 4 years

Independent Preschool 3-4 years

Home Education

Recreation Gymnastics

Competitive Gymnastics

Tumbling

Strength and Conditioning

Trampolining

Private Lessons may be available in the future

Adult Gymnastics

Parties

FACILITIES

Fully fitted gymnastic facility for boys and girls with pits

Viewing area

Café for drinks and snacks

Male and female toilets

Room for parties

A sports therapist

FUNDRAISING

As a charity , we rely on fundraising and have a very active committee for this. If you feel you could help them in any way - helping at functions and events, helping in the café , generally raising funds or if you are talented or have a skill or a qualification of any sort that you feel would be helpful to us , they would love to hear from you. All fundraising details can be found on their noticeboard upstairs in Unit 4.

SAFEGUARDING AND WELFARE

Please refer to the British Gymnastic Health and Safety and Welfare Policy for further information. Other information is available on the notice board upstairs in Unit 4

BULLYING

Swindon School of Gymnasts does not condone any form of bullying (Please see our bullying policy on our website)

FIRST AIDERS

A list of our first aiders can be seen on both the notice boards upstairs in Unit 4 and downstairs in Unit 3

CODE OF CONDUCT

1. Please ensure your child is dressed appropriately for gymnastics. They should wear - girls - either a club leotard or other suitable leotard, no jewellery bare feet and long hair tied back preferably in plaits or a bun for safety reasons.(no crop tops)
Boys – leotard /shorts or tee shirt and shorts., bare feet and hair tied up if long.
We do ask you to purchase the club leotards once your child has settled in within the first month.
(2nd hand leotards are available in our club shop) For safety sake no hoodies or loose clothing should be worn once the warm up has been completed
2. If gymnasts are selected for a competition against other clubs , they should wear the club attire.
All clothing can be purchased online (see our website)
3. Parents must drop and pick up the children from the front doors on time (except in emergencies). Young children should not be left to walk across the car park on their own. If someone else is going to pick them up or if you are going to be late, please inform either the office or their coach on the club Whats app.
4. You are very welcome to spectate from upstairs which has viewing in unit 4 or via the television into unit 3 but not downstairs. However, please leave it as tidy as possible when you leave.
5. You are welcome to make yourselves a drink and have a snack but please put the payment in the honesty jar according to the price list
6. Do not smoke or consume alcohol or substances on the premises
7. Do not try to speak to coaches while they are coaching.
8. If you have any concerns or complaints please do it through the proper procedures as detailed

PAIN, INJURIES AND ILLNESS

Please see our safeguarding notice board and website for details

We do have a club sports injury person who can assess injuries and recommend treatment etc in the club . Please see notice board for details

WELFARE OF GYMNASTS

There is a locked black box fixed to the wall in the corridor of Unit 3 where gymnasts can insert notes of any concerns they have which will be dealt with confidentially by the welfare and safeguarding committee

SOCIAL MEDIA POLICY

Social media is great for positive communications and publicity etc but although there is a positive aspect of using these platforms, we are also aware that there is a potential for safeguarding concerns which can come from improper use by members, staff and volunteers which can result in stress and disciplinary action or the person being removed from the club while a full investigation is carried out. The coaches should only contact parents of the gymnasts and not gymnasts. No friend requests from gymnasts should be accepted as this is against the B.G. safeguarding policy as this is to safeguard the child and coach.

No photographs of other children should be put on social media without the permission of their parents. Without that, all faces of other children should be obliterated

Parents should not contact coaches on their personal mobile numbers but should contact them via the Whats App club communication groups unless it is a personal matter. Parents should not contact the coach with complaints or concerns but should contact the Welfare Officer who will act as an intermediary between them.

SECURITY

Both Unit 3 and Unit 4 have security locks on the doors. The code will be given to you by the administrator.

FIRE

All gymnasts and coaches are given fire awareness training which is logged in the fire book in the office. The fire bell is situated next to the entrance to the gym in unit 4. The assembly point is outside at the back of the building at the rear of the cycle racks at the fire assembly notice point. The coach in charge at the time of any fire ,together with the fire marshal, will take the gymnasts out and take the registers with them and take control until the fire brigade attends.

FEES AND ATTENDANCE

Regular attendance is key to your child making good progress. If your child has an injury, they may still be able to attend to do conditioning or just train on the equipment doing simple moves that doesn't affect the injury

Fee letters will be sent out towards the end of each term with details of the monthly fees which should be paid into our bank account.(Details of this will be on your fee letter). There is also a £3 per family monthly charge for SSG membership which gives you subsidised club comp entry. In October each year or whenever your child first starts, British Gymnastics require membership / insurance payment – the amount depends on whether your child is a recreational or squad gymnast . This has to be paid directly to BG (Helen will help if you have trouble with this). There is also an online registration form to be filled in .

We also encourage the signing of gift aid where possible , there is no charge to you , we just need the signature for £20 per term to be counted as gift aid , this can be a parent, adult sibling, uncle, aunt , grandparent etc. Helen has the forms for this. We really appreciate your support for the Club.

Please inform the administrator or the Welfare Officer if you have any difficulty with this and we will try to assist whenever and wherever possible.

COMMUNICATION, COMPLIMENTS AND COMPLAINTS

Our newsletter will be emailed to you on a monthly basis . The Club's Whats App will also keep you informed of events, results etc on a regular basis . Coaches will also communicate to you on the appropriate Whats App group.

We will only contact parents of children and not with the children themselves , so coaching staff will not accept friend requests as this is for the protection of gymnasts and coaches as this is against British Gymnastics safeguarding policy.

Please inform us if you change your address, email or mobile number for communication purposes.

PARENTS HUB

The welfare Officer will be holding regular meetings (twice a month), where any parents can feel free to discuss any concerns, suggestions, pathways for gymnasts , complaints or ideas . Notices will be put on Whats App and on notice boards informing you of the dates . This will take the form of private confidential appointments and /or an informal chat over a cup of coffee. No complaints should be made to the coaches as the Welfare Officer will act as an intermediary to sort concerns out.

We are hoping to organise end of term open evenings where parents can speak to their child's coach about their progress, things they need to work on, changes of sessions etc

SWINDON SCHOOL OF GYMNASTICS

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