



**DUDLEY  
GYMNASTICS CLUB**

*Members Handbook 2022*

# WELCOME TO DGC!

Attendance at your class today means you have been patiently waiting to join our club and we are all pleased to meet you!

Please ensure that you read all of this paperwork, as it contains all of the important information about our club.



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# About Us

Dudley Gymnastics Club is a family friendly club, established in 2012 by Adrian and his daughter Sarah, serving both the local community and the surrounding areas of Birmingham, Wolverhampton and the Black Country.

Our primary ethos is to ensure that all children and young adults feel safe, secure and at home within the gymnasium environment which in turn helps them to succeed in their own way. We believe strongly in good, honest relationships with parents, between gymnasts and across our team of coaches and volunteers.



*Head Coach*  
Adrian Mellor



*Assistant Head Coach  
& Grade Co-ordinator*  
Sarah Davies

Our team of coaches all give up their time weekly, free of charge to support the clubs dream and vision. We bring over 130 years cumulative coaching experience, coupled with an army of helpers, parents and volunteers who help us make it all happen. All our coaches are CRB checked, registered with British Gymnastics and we have appointed First Aiders and Welfare Officers.

## *Parents Committee*

Our parents committee volunteer their own time support us and the team of coaches every day and at every turn. Supporting the club in critical decision making and are key attendees at our annual general meetings and competition events. Just some of the roles they help to fulfil include:

- Gym maintenance
- Judging at regional and national competitions
- Running the cafe
- Fundraising for the club
- Reception administration



# Contact Us

## General Enquiries:

**Email:** [dudleygymnasticsclub@gmail.com](mailto:dudleygymnasticsclub@gmail.com)

**Phone:** 07772 339314 ( please leave a message)

**Facebook:**

Dudley Gymnastics Club CIC

<https://www.facebook.com/dgcstars>

Dudley Gymnastics Club (Members Only)

<https://www.facebook.com/groups/1786056368302402>

## Welfare & Safeguarding

Speak to our welfare officers Adele, Michelle and Amanda or email: [DGCwelfare@gmail.com](mailto:DGCwelfare@gmail.com)

Our British Gymnastics regional welfare office is Hollie Styles and can be reached at:

[westmids.rwo@british-gymnastics.org](mailto:westmids.rwo@british-gymnastics.org) / [safeguarding@british-gymnastics.org](mailto:safeguarding@british-gymnastics.org)  
0345 129 7129

If you need to speak to your child's coach then please try to speak to them after the session. In some cases it may not be possible to reach a coach as they may have another session. In this case please contact us via the general enquiry methods or reach out to an available member of the team and your child's coach will contact you as soon as possible.

For any grievance matters please speak directly to the Head Coach in person or via the phone number above



# Progression Framework

## Beginner and Recreational Classes

Your child will usually begin in one of these classes and work their way through British Gymnastics and our Club Badge Schemes.

They can participate in club competitions if they wish, or simply enjoy the sport.

## Junior Development Team

Your child may be asked to join our Junior Development Team for ages 6-8. They will be asked to train more regularly and participate in some competitions. From here, or if your child is older than 8, they may be asked to join one of the following squads.

## Novice Gold Squad

Ages 8 and Upwards

This squad works to a novice level, participating in inter squad and some Regional Level competitions.

Training on Thursdays and Saturdays.

## Elite Squad

Ages 8 and above. This squad works towards Elite status in Regional and National Level Grade Competitions. Training Mondays, Wednesdays and Saturdays with additional prior to competition.

**Remember** that this is for your child's development in lots of ways. Our program will naturally promote skill and confidence, but we also have the goal of teaching children and young adults not only do gymnastics but to understand the physicality of gymnastics and how to think things through.

**Remember** gymnastics is a physically demanding sport. In the end, it's a game. One that you play for as long as you can and you hope it leads to good things while having an amazing time. If your child struggles with a skill, or they have a rough performance it does not diminish their effort. Don't value your child on how they compare to others, nobody is like your child. Know that they may be great at this, they may not. The key factor is that they enjoy the sport and gain a healthy knowledge of physical well-being. Let them love it and support their ability realistically.

**Remember** that coaches are people too. We work for you and we have goals and aspirations for your children just like you do. We have knowledge of skill and an understanding of child psychology, but we are human. There will be times when we say something that may be misconstrued, but we are not mean people. We might ask your child to work hard, that doesn't mean we don't understand that they sometimes get frustrated or tired. There may be occasions when we tell your child that they are doing something wrong. There will be times when they may be corrected. We have a passion for working with children, that's why we are in this business. Our job is to be critical and to make corrections, sometimes it may seem as if your child is making less progress than someone else but all children learn at varied rates.

**Remember** that we are striving to surpass your expectations. Our staff are background checked, safety trained, and under constant supervision. Every one of us has a required amount of continuing training credits that we must fulfil each year to stay on staff. We will never stop trying to be better than we are right now, but if we don't live up to our reputation or your expectations please talk to us.

**Remember** every child has the right to feel special. When we have a group session, we aim to make every child feel supported and appreciated. We will do our very best to give your child the closest amount of attention we can, but we cannot do this to the detriment of other children in the class, therefore if your child does not respond to coaches over a prolonged period we may not be able to help you. We do not offer one to one training, and we cannot and will not force children to do something they do not want to do.

# Class Rules



## Arrive and Depart

Children must **NOT** be dropped off in the car park or be expected to walk back to the car park. Please ensure children of all ages are accompanied by a responsible adult on into the gym entry and departure. If you know that you are going to be late collecting your child for any reason you must contact the club ASAP.



## Attendance & Late Arrival

The club reserves the right to refuse entry to late comers. Three late marks (which is more than five minutes after a class starts) will result in the club issuing a yellow card warning. More lates may result in loss of place.

The club attendance policy is that all gymnasts wishing to keep a space attend for a minimum of 85% of lessons per term. Anyone one dropping below this will be reminded at the end of term about their attendance and will be charged for the term in advance if this is not rectified. We reserve the right to ask gymnasts to leave the club if their attendance consistently falls below expected levels. Anyone who misses two lessons in a row without contacting the club will automatically lose their space. Upon moving to any squad, expected attendance is 95%.



## Parents/Guardians on Site

Due to health and safety, we need to restrict any disruption to classes as much as possible. Parents are not permitted in equipment areas. The viewing mezzanine and lower level seating area are available for use. Smoking and vaping are not permitted anywhere inside our premises. Please note our entire gym is a flat shoe zone including cafe and toilets.



## Toilets

All children must have been to the toilet before class. Coaches are not responsible for toilet breaks within lessons and cannot escort children to the toilet.



## Hair & Jewellery

All jewellery and watches must be removed and hair tied back securely prior to arrival. New studs must be covered with plasters before entering the gym. Belly piercings are not permitted under any circumstance. Coaches are not responsible for putting plasters on ears or removing jewellery



## Personal Possessions

All personal possessions must be placed into a cubby hole in the gym for the duration of the session. Please note these are not lockable and the club accepts no responsibility for lost or stolen items.





### Food & Drink

Food and drink is permitted only in the viewing areas. Gymnasts are permitted to eat snacks and lunch in their designated areas. Fizzy drinks must not be opened until after session and outside of the gym. Chewing gum is not permitted anywhere on site. Food and drink brought onto site is encouraged to be healthy and beneficial to the training session. Our on-site cafe serves a range of hot and cold drinks and snacks. Please see notice boards for opening times and prices.



### Illness / Injury

Please ensure your child's coach or an available member of the senior coaching team is made aware of any illness or injury prior to warm up.



### Signing Our Consent Forms

Automatically assumes you agree to our policies, (stated further in this pack) and that you understand that the club will act accordingly, involving other bodies where necessary, if these rules are broken.



### Updates and Notifications

Including fees, events and general information will be posted on our members only Facebook page, the noticeboards in the gym and the club website.



# Club Wear



## What to Wear

Bare feet and a leotard or shorts/ leggings and t-shirt. Jeans, skirts, school wear or combat trousers are not suitable. For warm up/cool down tracksuits are permitted but should not have zips. Socks are not suitable as there is a risk of slips. Verrucas should be covered by a waterproof coating and secure plaster. Suitable non-slip gym / dance shoes may worn.



## Bar Guards

It is compulsory for all members of the Advanced, Elite Junior Development squads to have their own bar (hand) guards, chalk gloves and loops.

For advice with fitting, care and where to buy please contact us.



## Club Uniform

The club offers a range of custom made and personalised training and competition clothing and accessories. Club clothing is not compulsory until your child is a competing squad member, but lots of our gymnasts, parents and coaches from across like to have merchandise to help them feel part of the club.



## Orders

Prices will be displayed during order windows in April and October.

# Fees & Memberships



## Fees

Class fees are £6.65 per session (subject to change). Fees are due at the start of each term and children will not be allowed to participate without payment. Fees are non refundable and missed payments could result in your child losing their place.



## Competition Fees

Entry fees are variable and will be advertised in club.



## New Starters

We operate a one week introductory trial. The first lesson is charged at £6.65, the remainder of the term fee, and annual British Gymnastics membership, is due at the start of the second session.



## Badges

British Gymnastics and Club badges are charged at the point of issue.



## Club Transfers

We welcome gymnasts looking to move from other clubs; please contact us to discuss directly.

## British Gymnastics

As a private club, and part of our legal requirements, we must ensure that all our members are registered and insured with British Gymnastics. The fee is renewable every October, regardless of when you join.

After your trial period, you must pay your membership fees to the club if you would like to continue. Membership fees cost £35 (subject to change) for standard annual club membership covering:

British Gymnastics Individual and Club Membership, West Midlands Gymnastics Association Club Membership, Club Membership Fees.

### Fees are payable by:

**Cheque:** Dudley Gymnastics Club CIC

**Cash:** in person at your regular session

**Paypal:** to [dudleygymnasticsclub@gmail.com](mailto:dudleygymnasticsclub@gmail.com) (£3 admin fee to be added)

### To register with British Gymnastics

Pay the fee to the club.

Visit [british-gymnastics.org](http://british-gymnastics.org)

Select Membership – 'Join or Renew'

Follow the on-screen instructions.

# Club Policies

## I. Parental Conduct Policy

In accordance with the guidelines from British Gymnastics, this club supports the right of all of its club members to operate and participate in the sport of Gymnastics without pressure, prejudice or any form of intolerance or bullying. In line with this, we have a conduct policy for parents within our club. Our parents/guardians all agree to the following:

- 1.1** Remember that these children play for fun, fitness and fundamental skills. I will applaud effort and fair play as well as success.
- 1.2** Respect coaches/judges decisions, even where I disagree with them, in the understanding that younger people are watching my actions.
- 1.3** Remain with designated spectator areas during training and competition, requesting through the Head Coach to discuss any queries with my child's personal coach.
- 1.4** Let coaches do their job, never engaging in, or tolerating, offensive, belittling, threatening, aggressive or abusive language to coaches, other parents or officials.

I understand that if the club feels I have breached any of the above, I could be:

Issued with a 'Yellow' status warning letter, which reminds me of the club's expectations of my conduct.

Issued with 'Red' status warning letter, whereby I will not be allowed on club site for a period of time specified by the club at the time. As a consequence of my exclusion, consideration will also be given to the continued attendance of my child.

In serious cases, asked to leave the club and terminate membership.

## 2. Privacy Policy

In line with GDPR 2018 Regulations, Dudley Gymnastics Club CIC (hereafter known as DGC) collect and use data in accordance with the following:

**2.1** Data regarding the recognised name, Date of Birth, and emergency contact details for new members will be collected by authorised personnel within the club which is exclusively limited to Head Coaches, Registrar and Club Welfare Officer(s). All submitted information is given freely parents may ask the club for details about data or information that is held about the attending child at any point.

**2.2** DGC will only use information in the event of a parent needing to be contacted – for example in the event of an accident or illness. Data concerning a child's Date of Birth may be used for Competition Entry Detail. We do not hold personal computerised data records.

**2.3** DGC hereby agree to keep this information restricted to Head Coaches and the Club Welfare officer after their initial consent form is handed over. The only information to be stored electronically by the club is the emergency contact number, which is attached to registers, to be accessed in an emergency by authorised personnel only.

**2.4** DGC will destroy this information in a safe manner within three months should the child decide they no longer need their place. The club is required by law to keep medical forms for a given length of time after your child may leave the club for insurance and welfare purposes.

**2.5** DGC will never share your information with any other party.

**2.6** The Data Subject has the right to understand what information the club holds about them at any given point. If any data subject wishes to request details of held data, or raise a complaint regarding Data Protection, this should be addressed via email to the Head Coach.

If you choose to sign up to our mailing lists, we will not share your details with other club members. You can unsubscribe at any time by emailing [dudleygymnasticsclub@gmail.com](mailto:dudleygymnasticsclub@gmail.com) with 'UNSUBSCRIBE' as the subject.

# Club Policies

## 3. Social Media Policy

This club uses and abides by the British Gymnastics (BG) Good Practice Guidelines for the Use of Social Networking. This document can be found on the BG website. Our parents/guardians all agree to the following:

- 3.1** Ensure that I am a member of the Dudley Gymnastics closed page by following the pinned status on the public Facebook Page.
- 3.2** Not share any post which is not related to my child/children from either the public or closed page.
- 3.3** Not contact any coach on their personal Facebook page, nor through the medium of Facebook Messenger. I will only message the club directly or ask any general questions on the closed group forum. I understand that I am able to speak to any coach or welfare officer at session to discuss individual needs.
- 3.4** Ask my children not to send personal friend requests to any coach/welfare officer/youth leader, and remind them that they can no longer use the Facebook Messenger medium if the person they are contacting is in a position of responsibility in club.
- 3.5** Not use any social media site as a means to air any grievances with the club or any club member/coach official but direct any issues through the Head Coach or Club Welfare Officer.

I understand that if the club feels I have breached any of the above, I could be:

Removed from any social media groups that the club runs. You will also be reported to the site for misuse of the network or programme. BG will be made aware of your breach if necessary.

The club reserves the right to exclude your child from activities based on any breach you may have made.

In extreme cases, the club reserves the right to contact Police where they feel that the safety of the children in attendance is compromised.

## 4. Video and Photography Policy

Upon filling out your consent form, you will be asked to sign a short summary of our Video and Photography Policy. Our parents/guardians all agree to the following:

- 4.1** Photographs/Video's can only be taken inside the gym by designated club officials or appointed DBS checked individuals.
- 4.2** If you wish to photograph your own child you must ask the Head Coach for express permission at the end of a session.
- 4.3** You will not be allowed to photograph other children. Anyone taking photographs from the viewing areas will be asked to leave.

From time to time we may use photos of active members on digital and printed promotional material. If you do not wish for your child to appear in promotional material please specify on the consent form.

We may also film gymnasts during training in order to demonstrate shape and progression back to the gymnast. If you do not wish your child to be included in this please specify on the consent form.



**[www.dudleygymnastics.co.uk](http://www.dudleygymnastics.co.uk)**

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