

PSG CLUB RULES

Revised October 2018

* PSG Club Rules / Codes of Conduct may be updated periodically, please ensure you check the website / notice board / Love Admin Account for updates



-
- The Gymnastics Club shall be known as PORTSMOUTH SCHOOL OF GYMNASTICS (PSG)
 - PSG shall be affiliated to British Gymnastics (BG)
 - PSG shall be affiliated to South Region Gymnastics
 - PSG has adopted and complies to the following listed policies

<https://www.british-gymnastics.org>

- BG Membership Rules
 - BG Health, Safety & Welfare Policy
 - BG Equality Policy
 - BG Safeguarding & Protecting Children Policy
 - BG Safeguarding Vulnerable Adults Policy
 - BG Use of Criminal Records Check Policy
 - BG Anti-Doping Policy
 - BG Social Media Policy
- The club shall always provide appropriate BG qualified coaches, and first aider for each session. All PSG coaches will be DBS checked, and hold a Safeguarding and Protecting Children (SPC) qualification
 - In line with GDPR compliance all FunGym, TeamGym and BabyGym members data/paperwork shall be held securely online, using the Love Admin Management platform
 - As part of the PSG membership process, and so members can access and update their information, each member shall be set up with an online Love Admin account on joining the club
 - It is the responsibility of the parent/guardian to keep the members information we hold on the Love Admin system up to date
 - All parents/guardians when completing the PSG membership process should make themselves aware of, adhere to and agree the Participation Agreement Consent, Club Rules, Privacy Notice and Use of Personal Imagery paperwork held on their Love Admin account
 - All PSG TeamGym, FunGym and BabyGym members must be individually affiliated to PSG. This membership process shall be completed by each year, via their Love Admin online account
 - The PSG Membership year runs from 1st January to 31st December each year. The annual amount is set each year, but reduces during the year, according to the date your child joins
 - The PSG Membership Fee is due within one month of joining the club
 - All PSG TeamGym and FunGym members must ALSO be individually affiliated to British Gymnastics. This process must be completed by each year, via their British Gymnastics online account
 - The BG Membership year runs from 1st October in one year to 30th September in the next
 - PSG members must complete the BG affiliation process immediately after completing the PSG Membership process
 - AdultGym, FreeGym, BabyGym, FunGym+, Private Lessons and birthday parties shall be covered by BG Block Insurance Registration Scheme (BRS)
 - Any member whose BG or PSG Membership Fees are not paid on time, may have club membership suspended

- On joining the club each member will pay £5 for the first taster session, and for each session for the rest of the month they joined, before making payments via Love Admin
- ALL Class fees are paid monthly in advance via the Love Admin Management system
- All monthly class fees will leave the members accounts between the 1st-4th each month
- Fees are calculated on a 48-week year, allowing for bank holidays and occasional cancellations
- Fees are payable whether the gymnasts attend sessions or not. However, PSG will always try to offer replacement sessions due to holidays/illness but cannot guarantee this option. All replacement sessions must be agreed with the Club Manager (Bev Such)
- Refunds will only be issued at the discretion of the club
- The club reserves the right to refuse membership to any applicant
- The club will not be responsible for the loss or damage to any personal belongings brought in at the owners' own risk
- No outdoor shoes allowed in the gym area
- No food and drink allowed in the gym area
- In matters of teaching gymnastics, the coach's word is final
- It is the coach's decision as to how they arrange their groups for safety reasons, numbers and the smooth running of their sessions
- Selection to TeamGym squads will be made at the discretion of head / team coaches
- Selection to Development TeamGym squads will be quarterly at organised Talent ID days
- TeamGym squads are under constant review, with places in the team dependant on maintaining a certain skill, ability, attendance and attitude level
- Development TeamGym squads will be required to participate in quarterly assessments / testing
- Maintaining places in the Development TeamGym squads will be dependent on maintaining a certain skill, ability, attendance and attitude level at the quarterly assessments

PSG operates a strict three strikes policy:

- Anyone failing to meet behaviour standards will receive a verbal warning, and an apology may deemed necessary. PSG will inform the parents
- If the behaviour continues a written warning will be issued to the gymnast and their parents and disciplinary action imposed if necessary
- If the written warning has no effect the gymnast will be suspended or expelled from the Club at the discretion of the Club Manager.
- However, the club reserves the right to suspend or dismiss any member for inappropriate behavior, or any action that may bring the club into disrepute. This also applies to member's parents/guardians. This action may be taken without prior warning verbal or written, if the club deems it necessary

The club has a British Gymnastics qualified Welfare Officer

Lesley Brown 07886443151

Any problems or concerns regarding welfare aspects of the club and its members will involve the Welfare Officer.

All information pertaining to gymnast's welfare is kept securely and confidential, and only shared when necessary with staff / authorised organisations, ensuring GDPR compliance

CODES OF CONDUCT

CODE OF CONDUCT FOR COACHES, OFFICIALS AND VOLUNTEERS



HEALTH, SAFETY & WELFARE

PSG Coaches, volunteers and employees have a firm commitment to providing a safe environment for all gymnasts by:

- Following all guidelines and policies as laid down by British Gymnastics and PSG
- Holding valid membership and public liability insurance through British Gymnastics and appropriate valid qualifications, ie coaching, safeguarding and DBS
- Ensuring their coaching knowledge and practice are according to current best practice (unless in the role of Coach under Instruction)
- Ensure they are aware of GDPR compliance regulations, and make every effort to follow them
- Ensuring they are dressed in PSG Coach kit, as set out in the Code of Dress
- Not using a mobile telephone for personal calls / messaging during training unless with permission from the Coach Manager / Coach in Charge
- Never training a gymnast without another coach or responsible adult present
- Acting in 'loco parentis' once a child is left in their care and acting as a 'responsible sport coach'. Keep gymnasts with you until they are collected by their parent/carer
- Ensure that gymnasts remain in the gymnastics hall during their breaks and are supervised by a member of staff at all times
- Providing a 'safe' training environment for all gymnasts by checking equipment before use
- Treating all equipment with respect. Ensuring that equipment is put away when finished with and tidying the gymnastics hall
- Ensuring that gymnasts are fit to train by carrying out suitable and effective warm ups and cool downs to help prepare for lessons and prevent injury
- Taking all complaints or signs of injury seriously, no matter how minor, and immediately address them and not promote continued training for an injured gymnast. Providing gymnasts with suitable post-injury training programs that enable them to continue training
- Ensuring a qualified First Aider (usually a coach) is always on site and following the accident reporting process and advising parents of any accident or injury
- Reporting any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the BG Child Protection policy 2012
- Considering the wellbeing and safety of all participants before the development of performance
- Ensuring that all activities they direct or advocate are appropriate to age, maturity, ability and experience, and that gymnasts are suitably prepared physically and mentally for skills and correct progressions are understood when learning new skills
- Ensuring that all gymnasts receive the appropriate level of support to assist them in skill development and prevent injury
- Never giving a gymnast a lift home unless another gymnast or adult is present or having gymnasts stay overnight at your home.

DEVELOPMENT

PSG Coaches and employees strive to provide consistently high standard coaching methods and support positive and effective coach-gymnast relationships that will help build motivation, development, overall well-being, self-confidence and love of the sport by:

- Clarifying with gymnasts exactly what is expected of them and what they are entitled to expect of their coach
- Communicating clear and reasonable behavioural guidelines to the gymnasts

- Encouraging and guiding gymnasts to accept responsibility for their own performance and behaviour
- Providing positive reinforcement and encouragement
- Providing clear and concise instructions to gymnasts
- Providing constructive criticism, which will aid the gymnasts' learning. Praising in public, constructive criticism individually
- Encouraging gymnasts to be their best and to view success as striving for victory through commitment, effort and teamwork
- Being fair, considerate and consistent in their coaching, and treating all gymnasts with equal attention and respect, regardless of ability level
- Acknowledging that each gymnast is unique and that coaches must be flexible in how they approach situations and adjust their style accordingly.

PROFESSIONALISM

PSG Coaches, Volunteers and Employees maintain a high level of professionalism by:

- Following instructions, guidelines and policies from Head Coaches, Managers and the Committee
- Communicating by email/text/Facebook to your Head Coach if you are going to be late or cannot attend a session
- Being ready in the gym at least 5 minutes before the class starts so that training commences at the correct time
- Requesting holiday with the Head Coach / Manager before booking to ensure there is adequate cover
- Displaying consistently high standards of behaviour and appearance
- Displaying competence and demonstrating sound judgment and effective problem-solving skills
- Having a positive attitude and being considerate, empathetic and courteous and respectful to others
- Acting with integrity and developing an appropriate working relationship with participants, parents / guardians and other organisations based on mutual trust and respect
- Never engaging in any negative, unsportsmanlike conduct, including on social media sites. If using social media and discussing gymnastics, do so in a sensible and positive manner which reflects well upon yourself, your child and the Club
- Refrain from negative comments in public about other coaches / gymnasts / employees
- Ensuring that confidential information is not divulged unless with the express approval of the individual concerned. And being aware of GDPR compliance
- Being effective communicators
- Being a team-player and working co-operatively with others
- Showing commitment to their role as well as to the Club and gymnasts
- Taking personal accountability for their role and actions
- Being committed to their professional development
- Creating an atmosphere conducive to learning
- Always being reasonable in demands on gymnast time, energy and enthusiasm
- Never exerting undue influence over participants to obtain personal benefit or reward
- Showing good sportsmanship at all times and accepting decisions of all judges and officials as being fair and made to the best of their ability
- Not raising issues of disagreement publicly
- Never condoning rule violations or use of prohibited substances
- Not being under the influence of alcohol or prohibited substances at work or at events, or smoking whilst on gym property
- Never using inappropriate language at any time whilst coaching or representing the Club at external courses / events
- Not physically manhandling gymnasts or verbally abusing or degrading gymnasts

CODE OF CONDUCT FOR ALL PARENTS, GUARDIANS AND CARERS OF GYMNASTS



FOR PARENTS / GUARDIANS OF GYMNASTS FOR ALL PARTICIPANTS

- PSG asks parents to provide the necessary support needed and to encourage your child to learn the rules and participate within them
- Parents must ensure their child is fit to partake in gymnastics activity and inform the coach of any issues which may affect your child's training or the safety of others
- Gymnasts under the age of 14 must be brought to and collected from their gymnastics classes by a responsible adult, unless you have given parental consent to the Club
- It is the responsibility of the parent/guardian to ensure their child's safety whilst they are in the changing rooms, entrance lobby and other such public areas. As such children must not create a nuisance to other users of the centre
- Ensure that children arrive and are collected on time. If you are going to be late collecting your child, please contact Bev on 07764801832
- Parents are expected to ensure payments of training fees & annual memberships are paid on time or your child's place may be lost
- Ensure your child is dressed appropriately, without jewellery, for the activity (see code of dress)
- Parents must ensure that all changes in the participants details are kept up to date on their Love Admin account
- It is the responsibility of the parent/guardian to inform the club if a member has left. All payment requests, direct debits, information and data can then be removed from the Love Admin system, in line with GDPR compliance
- For health & safety reasons parents are not allowed in the gymnastics hall except for parent/toddler classes
- Never enter the gym during training sessions without prior agreement from the Coach or Facility Manager. If you have any concerns regarding your child, please speak to Bev. She will make the Coach aware that you wish to speak to them, or the Coach in Charge, and arrange a mutually agreed time
- Never ridicule, punish or belittle a child for poor performance or making mistakes
- Support your child's involvement and help them to enjoy their sport. Encourage children to participate and never force your child to take part in gymnastics
- Acknowledge the right of your child to develop to their potential in an environment that emphasises personal growth, participation and enjoyment
- Be a parent, not a coach and recognise good performance. Focus on your child's effort and perseverance, regardless of the outcome
- Show respect and appreciation for all coaches and administrators while encouraging your child to do the same
- Use appropriate verbal & body language at all times. Swearing, offensive language & aggressive or offensive behaviour will not be tolerated
- Share concerns, complaints or feedback through the approved channels: Coach, Manager, Welfare Officer or Committee. Do not raise issues of disagreement publicly
- Parents should recognise good sportsmanship and applauding the good performances of all. Criticism of other people's children / coaches can be upsetting to all and is frowned upon by this Club. Please refrain from doing so
- Show respect and awareness for all cultural and religious differences
- Please familiarise yourself with the information on the PSG website /notice boards / emails and respond to any information passed on as quickly as possible

ADDITIONAL CODE OF CONDUCT FOR SQUAD PARENTS

FOR PARENTS / GUARDIANS OF COMPETITIVE GYMNASTS

PSG believe that a healthy, balanced and happy child will have a clear divide between gymnastics and home life with a clear distinction between the two. In order to establish a positive, happy atmosphere in the gymnastics hall and viewing area and to ensure all participants and visitors have a positive experience, parents are asked to abide by the following Code of Conduct:

• PARENTS SHOULD:

- Ensure gymnasts under the age of 14 must be brought to and collected from their gymnastics classes by a responsible adult. If you are allowing your child to walk to/from classes by themselves a parental consent form must be provided. The Club reserves the right, but not the responsibility to insist that the child is collected appropriately.
- Do your best to ensure that your child keeps to agreed times for training and competitions.
- Ensure your child is suitably attired for training as directed in the Code of Dress.
- Do your best to ensure that your child adheres to the Codes of Conduct for Gymnasts.
- Ensure that your child has an adequate supply of an appropriate drink to last the duration of their class, particularly in hot weather.
- Endeavour to establish good communications with the Club and its staff for the benefit of all
- Comply with the Club's Viewing Policy.
- Only use text to communicate with your child's coach in cases of emergency or when informing them of an absence etc. Email or a meeting is more appropriate for raising anything further.
- Ensure that your child's coach is informed (in advance) of holidays or other commitments that may affect their training programme. Take into consideration your child's competition schedule when booking holidays as it may affect their ability to compete.
- Pay all fees by the due date or be subject to your child's withdrawal from their squad.
- Inform the coach at the start of the session of any disability, injury or ailment which may affect their child's performance or safety in the gymnasium, or the safety of others.
- Remind your child of the importance of listening to and following the instructions of their coaches.
- Remember that children learn best by example, be your child's biggest fan and greatest supporter.
- Be a positive role model for your child by encouraging sportsmanship, showing courtesy, respect and support for all gymnasts, coaches, officials and spectators.
- Respect the officials and their authority during competitions.
- Treat the facility with care and respect.
- Read the PSG notice board / website / emails and make yourself aware of the club calendar.
- Be willing to give appropriate support to the Club with fundraising and competition preparation.

PARENTS SHOULD NOT:

- Coach or communicate with your child or any other child during competitions or training sessions (including during meal, drink or toilet breaks) except in the case of an emergency.
- Enter or be in the gym during training sessions without prior agreement from the Coach or Club Manager.
- Discuss, question or confront coaches or volunteers in public or during a training session or competition. Please email or arrange an appointment to discuss any issues with the relevant person.

- Take your child to train or perform at a venue / club other than PSG unless arranged and supervised by a PSG coach and only then **with the express permission** of the Coach / Manager.
- Force your child to participate in gymnastics, they participate for their enjoyment, not yours.
- Punish or ridicule your child or any other child for poor performance or mistakes. Do not criticize children in front of others but reserve constructive criticism for more private moments.
- Swear, use offensive language & aggressive or offensive behaviour as it will not be tolerated. Please use appropriate verbal & body language at all times.
- Ever instruct your child not to listen to a particular coach or suggest that a coach is wrong.
- Engage in any negative, unsportsmanlike conduct, including on social media sites. If using social media and discussing your child's gymnastics, do so in a sensible and positive manner which reflects well upon yourself, your child and the Club.
- Do anything which will bring the name of PSG in to disrepute.
- Use alcohol, tobacco or drugs at training sessions or during competitions.

Viewing Policy

FOR PARENTS / GUARDIANS OF GYMNASTS

In order to establish a positive, happy atmosphere in the gymnastics hall and viewing area and to ensure all participants and visitors have a positive experience, parents of gymnasts are asked to abide with the viewing policy.

- Parents should not enter or be in the gym during training sessions without prior agreement from the Head Coach of the squad or Coach Manager.
- Some gymnasts feel extra pressure to perform for or in the presence of their parents and do not progress as well under that pressure. For the safety of your gymnast, your child's coach may ask you to move away from the viewing area if your presence is distracting in any way.
- We ask that you do not try to coach your child during training sessions or competitions. Coaching from the side-lines distracts the gymnast, complicates and slows the coaching process and can be dangerous.
- Please do not discuss, question or confront coaches, volunteers or parents about your gymnast or anyone else's gymnasts' training in public or during a training session or competition. If you have something you wish to discuss please arrange an appointment with the appropriate member of staff, i.e. Head Coach of the squad, Coach Manager, Welfare Officer or Club Chairman

CODE OF CONDUCT FOR ALL GYMNASTS



The Club encourages parents to keep their child safe by encouraging them to learn the rules about safety and acceptable behaviour, and to participate within them and to provide the necessary support. Also, to make their children aware of all PSG Procedures, Policies and Club Rules

As a member of PSG, gymnasts must agree to abide by the following code:

I will:

- Be punctual to training and be ready to start training on time
- Wear suitable clothing for training and events as instructed by my coach or Club officials, keep long hair tied back and remove all jewellery before the beginning of a session
- Attend the warm up as it is an essential part of the training that helps the prevention of injury
- Immediately tell my Coach of any existing injuries or illness before the warm up begins or immediately if I injure myself or feel unwell during the session
- Take care of and be respectful towards the Club's equipment and facility and put any rubbish in the bin
- Not eat, drink or chew in the gym
- Listen to and follow the instructions of my coaches at all times and asking questions if I am unsure about anything
- Be committed to my training program, as agreed with my coach, approach training with a positive attitude, be the best gymnast that I can be and try my hardest to achieve the tasks I am set
- Always try to be mindful of the impact my words and actions can have on others, as I understand that bullying will not be tolerated. I will tell a coach if I believe that another member of the class is being bullied or unfairly treated by other participants in the gym
- Show respect to all coaches, judges, officials and other gymnasts and respect fellow Club members by providing support and encouragement
- Be a positive role model for other gymnasts and my Club
- Always show awareness and respect for cultural and religious differences

I will not:

- Enter the gym at the start of a session until asked to do so by a coach
- Use the equipment without a coach's permission or attempt a new move or series of moves without the permission, support or supervision of a coach
- Climb up onto any equipment before the start of a session
- Use the trampolines without the supervision of a coach
- Leave the gymnastics hall during the training session or break times unless I have permission from my coach
- Use bad or inappropriate language
- Attend training if I am injured or otherwise unwell unless agreed with my coach
- Eat during training sessions (other than during a scheduled lunch or snack break during long sessions, or it is for medical reasons)
- Use a mobile phone during training sessions
- Be rude or disrespectful to coaches
- Criticize the performance of other participants
- Leave the Club premises without my parents/guardian and will remain with the coaches at the end of the session until I am collected by my parent/guardian.

ADDITIONAL CODE OF CONDUCT FOR SQUAD GYMNASTS

FOR ALL SQUAD GYMNASTS

In addition to abiding by the code of conduct for all gymnasts, PSG TeamGym squad gymnasts are also expected to abide by the following additional code.

I will:

- Do my absolute best to attend both regular and any scheduled extra training sessions at all times, and in the run up to competitions in particular and ensure that a coach is notified in advance where possible or at the earliest opportunity afterwards, if a session is to be missed
- Show good sportsmanship at all times and when attending competitions or events I will participate within the rules and respect other gymnasts, coaches, judges, officials and their decisions
- Be polite and courteous to all other competitors, coaches and officials at events regardless of the outcome of the competition
- Not smoke, consume alcohol or take drugs of any kind whilst representing the club at competitions or other events
- Remain in the gymnastics hall during all breaks unless supervised by a coach
- Support any other PSG gymnasts competing at the event by watching and applauding their performances as appropriate (unless otherwise instructed by my Coach)
- Remain at a competition venue until the end of the medal ceremony if I am required to do so (failure to attend the medal ceremony can on occasion lead to the gymnasts' or team's result being invalidated)
- Behave in a manner which reflects positively on the club and promotes its good reputation at all competitions, squads, trials and other events at which I represent PSG
- Dress appropriately for competition in club clothing, worn tidily and present myself appropriately at all times
- Use social media sites in a sensible and respectful manner which reflects well upon myself, my team members and my club if discussing gymnastics
- Help the Coaches to ensure that the gymnastics hall and equipment area is always left clean and tidy, e.g. clearing preps once they have been used and not leaving equipment for others to tidy
- Help the Coaches to tidy the hall in at the end of each session and in preparation for competitions or other activities.

I will not:

- Ever cheer celebrate or delight in the failure of, or mistakes made by, another gymnast from PSG or any other club, at any time during any training session, squad session, trial or competition
- Criticize the performance of any other competitor or official
- Leave the gymnasium at any competition, squad session or trial without the consent of a coach and, where necessary, an official
- Train at a venue or club other than my own without the supervision of a PSG coach, **or without the express permission** of the Coach Manager and the Club.

CODE OF DRESS



The Code of Dress for gymnastics activities is designed to safeguard the participants and coaches. The following points should be adhered to during training and events:

- Gymnasts and coaches must wear appropriate clothing, which does not impede the freedom of movement required by the activity and is not too loose as to constitute a hazard
- PSG Kit is on sale quarterly, and is available for all BabyGym, FunGym, FreeGym, AdultGym and TeamGym members
- TeamGym squad gymnasts are encouraged to wear PSG training kit, and/or black/grey training kit to all sessions
- TeamGym squads are expected to dress appropriately for competition in club competition kit
- All PSG coaches / staff should wear the appropriate club kit to all sessions
- The wearing of clothing with buckles, zips or clasps are dangerous and are prohibited
- Raised adornments on gymnastics clothing are dangerous and are prohibited
- Long hair may become a hazard and it should be tied back to avoid accidents
- Participants should work in bare feet or gymnastics slippers. The wearing of socks without gymnastics footwear on polished or slippery surfaces is not permitted
- When participating on a trampoline, ensure that socks or suitable gymnastics footwear are worn
- Long fingernails present a risk to the gymnast and coach. The coach is responsible for ensuring the length of fingernails is compatible with the activity
- Coaches and gymnasts should be aware of the risks associated with wearing spectacles and minimise the risks by wearing flexible frames, an elastic sports band or contact lenses to ensure safety.
- Any concessions on dress must be within the bounds of reasonable safety. The element of risk should be explained to the coach/participant (parent or guardian) and every attempt to control the risk should be adopted.
- **British Gymnastics Policy on Body Piercing**
- 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.
- **Participants**
- A person participating with body adornments or jewellery MUST inform the coach and also remove the relevant items to reduce the risk of injury to the participant, the coach and others.
- **Coaches**
- Whilst a coach is carrying out a spotting or gymnast supporting role; all jewellery must be removed. However, if the coach is evaluating performance or giving instruction only; (by this we mean coaching whilst not in direct physical contact with the gymnast or gymnastic equipment), jewellery may be worn.
- Exceptions to the above policy may be applicable in special circumstances, which are outlined below:
- **Jewellery that cannot be removed**
- It is acknowledged that in some circumstances, it may be impossible to remove a ring and/or dermal piercings. Should this be the case; the ring must be sufficiently covered with protective tape; and the piercings covered sufficiently in order to eliminate any risk.

- **Newly Pierced Ears**
- Newly pierced stud earrings need to be covered with protective tape but must be removed as soon as possible (normally after six-weeks). **This does not cover the taping of earrings which can be removed.**
- **For the avoidance of any doubt, any jewellery which can be removed, should be removed.**
- **Religious and Medical Jewellery**
- With regards to the wearing of jewellery; sensitivity to religious beliefs and medical requirements/reasons should be afforded, but safety is paramount and any jewellery that is considered by the coach to be a safety hazard, should be changed or participation may be prohibited. Any concessions on religious or medical jewellery must be within the bounds of reasonable safety. The element of risk should be explained to the coach/participant (parent or guardian) and every attempt to control the risk should be adopted.
- Please refer to the BG Policy on Body Piercing and Adornments 2015 document on the British Gymnastics website for full details.
- In all instances above; it is the responsibility of the coach in charge of the session to ensure a sufficient risk assessment has been carried out.
- If the coach identifies a significant risk to the participant, coach or others, which cannot be controlled satisfactorily, then within the bounds of reasonable safety, the coach **MUST** prohibit participation.
- Legitimate health and safety concerns which contra-indicate participation, will supersede any other considerations, be they religious, medical or other.
- **Failure to conform to this policy will prohibit the individual's participation on the grounds of reasonable safety and may render the individual's insurance invalid should an accident result directly from non-compliance.**

Accident & Emergency Procedures

Emergency and Safety Procedures



In the event of a fire or other alert, the alarm will sound and upon hearing the alarm you **must**:

- Leave the building by the nearest Fire Exit
- Do not allow gymnasts to go back to their parents, keep them in their group with you
- Do not stop to collect personal belongings
- Unless otherwise advised by PSG staff, go immediately and report to the assembly point at
 - See NOTICE BOARD and check your group register
- Do not re-enter the building until you are told that it is safe to do so by the PSG staff and the Coach in charge of the session.

In the event of an injury please be aware of the following:

- A first aid cabinet is located in the office/kitchen/gym. If you notice the items need replenishing, please advise the administration team
- A list of trained and qualified first aiders is on the notice board and door of the first aid cabinet
- An ice machine is located in the office/kitchen
- Copies of the accident report forms are in a red lockable file in the bottom cupboard in the office / kitchen
- All coaches, helpers and participants must adhere to the BG and Club Health & Safety Policies
- In the event of a serious accident the emergency services should be contacted, and medical help sought. The Club's postcode is PO6 1SU. Give the mobile telephone number of the First Aider.

Accident Reporting

- Any accident in the gymnastics hall requiring first aid must have an accident form completed
- Minor accidents where the gymnast is unable to return to training must have an accident form completed
- Accidents requiring hospital treatment must be written on the accident form, and reported to the head coach
- Parent / guardians of the injured gymnast must be advised by the end of that session about any accident, no matter how minor, to explain why / how it happened and the actions that you can take to try to ensure that it doesn't occur again
- The accident form / book must be signed by the parent / guardian
- Where hospital medical treatment is administered or the gymnast is advised to go to the hospital, the Coach Manager must be informed and given the accident form as the matter must be reported to British Gymnastics Insurance Centre.
- Where accidents are caused by equipment malfunction an incident form must also be completed and given to the Coach Manager for reporting to PSG Health and Safety Officer
- An incident may be anything from a mat that has a hole in it to a piece of equipment failing and causing injury.
- Staff will manage and complete an incident form (and where necessary an accident form) and notify the Coach Manager. The Coach Manager will verify the incident type and report externally where necessary or to the PSG Health and Safety Officer

Anti-Bullying Policy



PSG take all signs or allegations of possible bullying seriously. Disruptive, threatening or inappropriate behaviour of any kind including bullying is unacceptable and **will not be tolerated**.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing
- Cyber - All areas of internet, such as email & internet chat room misuse, mobile threats by text messaging & calls, misuse of associated technology, i.e. camera & video facilities.

Examples of bullying within gymnastics could be:

- A gymnast who intimidates fellow gymnasts inappropriately i.e. abusive text messages or other social networking sites
- A coach who adopts a win-at-all costs philosophy i.e. shouting, name calling, or ignoring.
- A parent who pushes too hard i.e. shouting at child
- Older coaches intimidating younger coaches under the age of 18 years i.e. Senior coach shouting

PSG operates a strict three strikes policy:

- Anyone failing to meet behaviour standards will receive a verbal warning and there will be an apology from the bully(ies) to the victim and we will inform the bully's parents
- If the behaviour continues a written warning will be issued to the gymnast and their parents and disciplinary action imposed if necessary
- If the written warning has no effect the gymnast will be suspended or expelled from the Club at the discretion of the Head Coach / Club Manager.

Equality Policy



EQUALITY

PSG subscribes to the principles of equality of opportunity and aims to ensure that anyone participating or wishing to participate in gymnastics is able to do so in a discrimination-free environment.

Equality Policy Statement

This is to confirm that PSG has adopted the British Gymnastics Equality Policy.

Maureen Bonnington (Director)

For further information on Equality in gymnastics and to see the BG Equality policy, please see the Equality page on the British Gymnastics Website.

British Gymnastics Policy Statements

This is to confirm that PSG has adopted the following British Gymnastics Policies

- BG Membership Rules
- BG Health, Safety & Welfare Policy
- BG Safeguarding & Protecting Children Policy
- BG Safeguarding Vulnerable Adults Policy
- BG Use of Criminal Records Check Policy
- BG Anti-Doping Policy
- BG Social Media Policy

Maureen Bonnington (Director)

For further information please see the British Gymnastics website