

# Welcome to Tooting Gymnastics Club



## Safeguarding

Tooting Gymnastics Club is fully committed to safeguarding and promoting the well-being of all our members. The club believes it is important that members (gymnasts, coaches, volunteers, admin team and parents/carers) associated with the club, should always show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to always be open and honest and share any concerns or complaints that they may have about any aspect of the club without fear or adverse consequences.

**Our Lead Welfare Officer is Jane Lacey.** If you have any safeguarding concerns and you would like to speak with Jane, please contact her on **07889 575494**. If Jane is not available, then please speak to Henry Thompson on **07714 330825**. Alternatively, if you wish to speak in person to a Welfare Officer at the club, please ask for Mary Wright or Paula Trinder. If you require more information about our Welfare Officers, please email [members@tootinggymclub.co.uk](mailto:members@tootinggymclub.co.uk) or visit our website, [www.tootinggymclub.co.uk](http://www.tootinggymclub.co.uk)

Jane Lacey 	Henry Thompson 	Mary Wright 	Paula Trinder 
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## Equality and Inclusion

Tooting Gymnastics Club believes that everyone is entitled to be treated fairly and is committed to providing equal opportunities and a discrimination-free environment. We are happy to make adjustments, where possible, to ensure equal access to our classes and facilities for those with disabilities and remain flexible and adaptive to enable all in our society to participate without prejudice or unnecessary barriers. You can find our statement of commitment to Equality and our Equality Policy on the TGC website, under the Equality tab.



We are also committed to ensuring we provide inclusive communications which are accessible to all, and therefore offer a range of formats in which communications can be given. Details of alternative formats can be found on the TGC website. If you require one of these, or indeed additional options, please contact our admin team.

## Communication - Do you need our help?

- Are you visually impaired?
- Do you have a learning impairment such as dyslexia or a learning disability?
- Do you have a low standard of literacy?
- Is English not your first language?

If “yes” to any of the above, then please let us know either by email or phone or speak with one of the admin team so we can help you.

## Contact Details

	<a href="mailto:members@tootinggymclub.co.uk">members@tootinggymclub.co.uk</a>	Club Mobile: Club hours/Admin hours	<a href="tel:07719965406">07719 965 406</a>
	<a href="http://www.tootinggymclub.co.uk">www.tootinggymclub.co.uk</a>	Head Coach Mobile	<a href="tel:07703599558">07703 599 558</a>

# Club Safety Rules & Code of Conduct

## Parents/Carers/Visitors



### Safety – please ensure:

- Your child understands the “**Club Safety Rules**” and participates within them.
- Your child is in the sports hall a **minimum of 5 minutes** before their lesson, therefore in time for registration. Please note that once your child has registered, they are not permitted to leave the sports hall until the end of the session, and they have been dismissed by their Coach. If your child is more than **15 mins late** and they miss the warm-up, they will not be able to join the class.
- Your child has been to the **toilet before** the class; if your child is **under 9yrs** they must be accompanied by their parent/carer. Therefore parents/carers of children under the age of 9yrs should remain within the sports hall to take their child to the toilet should they need to go during the session. You can, however, nominate another parent/carer to do this, as long as you inform the admin desk.
- Your child is dressed appropriately for gymnastics. More information regarding uniform can be found in “**Frequently Asked Questions**” at the end of this document.
- Your child’s hair is neat and tidy and tied off the face.
- **All** jewellery has been removed. **Earrings are not permitted and if they are newly pieced, please inform the admin team.**
- You inform the admin team or head coach before the beginning of the class if your child has been ill or had an injury.
- You keep the club informed if your child is going to be absent from their session for a week or more due to illness, injury, or other reasons.
- You inform the admin desk or head coach before the lesson if your child needs to leave early.
- Parents/carers of children over 9yrs are in the sports hall at least **5 mins before** the end of the session to collect your child.
- **Secondary school aged children only (11yrs +):** You have informed the club in writing if your child will be arriving or going home alone or meeting someone/parent/carer in the car park.
- Your child is dressed appropriately for leaving the leisure centre especially during cold weather, e.g. shoes and coats
- **You are considerate to other leisure centre users when entering and leaving the sports hall, especially if there are other users/clubs on Court 6.**
- You are supportive and encouraging of your child/children.

# Club Safety Rules & Code of Conduct

## Parents/Carers/Visitors



















### Conduct – please ensure:

- You and your child always use correct and proper language and ensure you are respectful to other club members and their families, our workforce, and the leisure centre workforce and their members. We do not tolerate bullying of any kind or any form of threatening behaviour, including verbal or physical abuse. Any reports of threatening behaviour will be acted upon immediately and thoroughly investigated. Any severe incidents may result in you and your child being asked to leave the club.
- Siblings, not participating in the lessons, are kept quiet and occupied.
- Gymnasts and siblings are NOT permitted to run around or do gymnastics on Court 5 (admin and seating area for the club), Court 6 or in any other part of the Leisure Centre, including the corridors.
- Older children are NOT permitted to play in the Play Zone, it is for children who are 6 years old or younger!
- The noise level in the parent seating area does not exceed what we consider to be reasonable. If the noise level becomes a distraction, then we have the right to ask you to leave the sports hall.
- For Child Protection and Safeguarding reasons, you are not permitted to photograph or film your child doing gymnastics unless you have made prior arrangements and have written consent from the Head Coach.
- Any parent feedback is discussed at the beginning or end of the class and **not during** the sessions.
- All course fees are paid within the payment period. **Please note** card payments are no longer accepted, only bank transfer, or cash with prior arrangement.
- If you are leaving the club for whatever reason, and no longer wish to be a member, please be kind enough to inform the admin team or send an email to [members@tootinggymclub.co.uk](mailto:members@tootinggymclub.co.uk)

# Club Safety Rules & Code of Conduct

## GYMNASTS

Please follow our safety rules, they will help keep you safe and ensure you have fun!

<p><b>Make sure you sign in at every session</b></p> 	<p><b>Make sure your hair is tidy and off your face</b></p> 	<p><b>Make sure you have removed your watch and all jewellery</b></p> 	<p><b>Make sure you have been to the toilet before the lesson</b></p> 
<p><b>Make sure you are wearing the correct uniform</b></p>  <p><b>No socks or shoes - bare feet only on the mats and apparatus</b></p> 	<p><b>If you have a verruca, please cover it with a plaster</b></p> 	<p><b>Make sure you wait quietly for your coach, and you keep the noise level in the gym to a minimum</b></p> 	<p><b>Tell your coach if you are not feeling well or have an injury</b></p> 
<p><b>If your grown up is late picking you up, please wait with a coach or at the admin desk until they arrive</b></p> 	<p><b>Leave your valuables at home or leave them with your grown up</b></p> 	<p><b>Only go on the apparatus when you are with your coach</b></p> 	<p><b>Listen to your coach, stay with your group and, follow the coaches' instructions</b></p> 
<p><b>Be respectful to EVERYONE</b></p> 	<p><b>Be kind to EVERYONE</b></p> 	<p><b>No bullying!</b> If you are being bullied, tell your coach</p> 	<p><b>Have Fun!</b> If you are not having fun tell your coach</p> 

## Frequently Asked Questions & Useful Information

### Is Tooting Gymnastics a British Gymnastics (BG) Registered Club?

Yes. As a member of British Gymnastics our club is recognised as a safe, effective, and child-friendly club, providing a service in the community that children and young people, their parents/carers, and others with a passion for Gymnastics can trust.

### What is the annual “British Gymnastics Membership fee” for?

The membership is primarily for insurance, **without which your child is not able to participate.**

Registration is done via the British Gymnastics (BG) website, [www.british-gymnastics.org](http://www.british-gymnastics.org) and is an annual Membership. Once you are a member, BG will email you regarding your renewal. Your renewal will depend on which month you joined BG. PLEASE ACTION THIS IMMEDIATELY!

### What classes do you run and when?



Day	P&T From walking to 3yrs	Tots (3 - 5yrs)	Rec 1 (6 - 8yrs)	Advanced Rec 1 (6 - 8yrs)	Rec 2 (9 - 11yrs)	Rec 3 (12yrs +)	Advanced Rec 2	Advanced Rec 3
Monday	TBC	4.15 - 5.00pm	5.00 - 6.00pm	5.00 - 6.30pm	6.00 - 7.15pm	6.00 - 8.00pm	6.00 - 8.00pm	6.00 - 8.00pm
Thursday	TBC	4.15 - 5.00pm	5.00 - 6.00pm	5.00 - 6.00pm	N/A	N/A	N/A	N/A
Friday	TBC	4.15 - 5.00pm	5.00 - 6.00pm	5.00 - 6.30pm	6.00 - 7.15pm	6.00 - 7.15pm	6.00 - 7.15pm	N/A

### What to wear?

We would encourage all female gymnasts to wear leotards and male gymnasts to wear shorts and t-shirts or boys’ leotards. Additional attire can be worn where required for religious or cultural reasons; however, this must not pose a risk to safety. Gymnasts do not wear socks or trainers; all activities are performed in bare feet. Non-club leotards can be worn, but no ballet leotards with skirts. Jewellery is NOT allowed. However, if there is a religious or cultural requirement for jewellery it must be covered, and some activities may be restricted for safety reasons. T-shirts and shorts or leggings can be worn if you are waiting for club uniform. **Please note, jogging bottoms, loose trousers, clothing with any type of zips, buckles and buttons are NOT to be worn, as they can cause injury to gymnasts and coaches as well as damage to equipment.**

### Where do I get a Club leotard/Club T-Shirt from and how much do they cost?

Leotards, Shorts, T-shirts, and Hoodies can be purchased in advance by sending an email to [members@tootinggymclub.co.uk](mailto:members@tootinggymclub.co.uk) stating the item and size you require (or the age clothing your child usually wears if you are unsure). Payment can then be made via Bank Transfer. Items can be collected from the Admin Desk 15 mins before the start of the gym session or at the end of the class, but after payment has been received. **Please note we are unable to sell uniform from the Admin Desk during normal class sessions.** We do, however, always have clean, spare clothing should you forget to bring gymnastics clothes for your child.

Girls	Boys
<p><b>Girls’ club leotards</b>  <b>Sizes 26 up to 32 (£21.00); Sizes 34 up to 38 (£24.00)</b>  <b>Girls’ shorts (optional)</b>  <b>Sizes 26 up to 32 (£15.00); Size 34 up to 38 (£18.00)</b></p> 	<p><b>Boys’ club leotards</b>  <b>Sizes 26 up to 32 (£21.00); Sizes 34 up to 44 (£25.00)</b>  <b>T-shirts cost £8.50 each</b>  <b>Sizes 3-4yrs; 5-6yrs; 7-8yrs; 9-11yrs; 12-13yrs &amp; 14-15yrs</b></p> 

## Club Hoody

**Sizes** 5 – 6yrs; 7 – 8 yrs; 9 – 11 yrs; 12 – 13 yrs; 14 – 15 yrs; Adult Small & Adult Medium  
**£20 each**



### Do I need to give any medical information?

Yes, it is very important that a **“Club Registration & Medical Form”** is completed and returned as soon as possible. Upon joining the club, New Members are sent this form via email and existing members are requested to complete a new one every two years, this is also sent via email. This important information enables us to be aware of any potential illnesses or disabilities before teaching the gymnasts. The more we know about the gymnast’s specific needs, the more support we can offer them. Therefore, it is important to send an email with any information we need to know to [members@tootinggymclub.co.uk](mailto:members@tootinggymclub.co.uk) before the beginning of term and bring the completed form with you on the first week of term. Please hand this form directly to a member of the Admin Team.

### How do you group the children into smaller groups?

#### Tots

Each child is grouped according to their age and how long they have been attending as well as their physical and emotional development.

#### Rec 1, 2, 3

Gymnasts are grouped according to their age, ability, how long they have been attending, what badge they are working towards and, if possible, friendship groups. New members may move groups during the first few weeks as we get to know them and their ability. If your child is not happy in their group, please let us know.

### Do you hold any special events throughout the year?

We hold a display every other year, where **ALL GYMNASTS** take part and their parents, family and friends are invited to come along and watch. *Please note since the COVID pandemic we haven’t yet done one!* Once a year we hold both an intra-club Floor & Vault Competition (Rec 1 & 2) and a Team Apparatus Competition. We also take part in inter-club competitions (Advanced Rec 2 only). In December we also have Christmas Parties for the gymnasts.

### Do I have to inform you if my child is not able to attend a session/class?

If your child is sick or unable to attend the class for whatever reason, we do appreciate you letting us know either by sending a text message (07719 965 406) or an email to [members@tootinggymclub.co.uk](mailto:members@tootinggymclub.co.uk). If your child has a vomiting and diarrhoea bug, please keep them at home until they are fully recovered.

### Can my child travel home alone or meet a parent/carer in the car park?

Yes, however, they must be of Secondary School age. We require written consent from the parent/carers in advance, please send this to: [members@tootinggymclub.co.uk](mailto:members@tootinggymclub.co.uk)

### **What happens if my child does not have their Asthma inhaler with them?**

Any gymnast that is prescribed an inhaler **MUST** bring it with them to **EVERY** gym session. If you are the parent/carer of a “Tots Gymnast”, then you will be responsible for their inhaler. All other gymnasts will be asked to leave their inhaler, with their name on it, at the Admin Desk and it will be given back to them at the end of the session. If your child does not have their inhaler with them, and you are not able to get it in time for their session, then unfortunately and for the health, safety and wellbeing of your child, they will not be able to take part in the session.

### **Are there any badges or award schemes?**

**Tots** progress is continually monitored and assessed. The “**Captain Stretch Gymnastics**” Badges and Certificates are awarded based on their attendance and their ability to practice and perform a set of skills on the bars, beam, vault and floor. The badges are themed and are given out at the end of every half term. The skills the gymnasts practice are listed on the reverse of the certificate. An email will be sent to you providing details of the badge passed, how to pay for it and when you will receive it. **FYI:** Tots who go into the Tots Transition group when they are 5yrs old work towards the TGC Levels 1 – 3.

**Rec 1, 2, 3, Advanced Rec 1 & Advanced Rec 2** work towards the “**Tooting Gymnastics Club Awards**” Levels 1 – 12 and Advanced Levels 1 - 3. The Levels and skills are based on the British Gymnastics Proficiency Awards and Advanced Awards. When a gymnast passes a badge, they are given a “I passed my badge” sticker and an email will be sent to you giving details of the badge passed, how to pay for it and when they will receive it. We also, use the British Gymnastics Rise programme.

### **Can we watch the lessons?**

As a British Gymnastics registered club, we have an “open door” policy. The viewing area is restricted in size and is primarily for those parents whose young children need to be able to see them for reassurance. In our experience children can be easily distracted if their parents/carers are continually watching them, therefore we would actively encourage you not to watch every week, however, we do have a “Parent Watching” week. Parent Watching Week is either the third, fourth or fifth week of each half term, and dates are posted on the website, and we will send an email inviting you to come and watch the progress of your child. **Please note:** Filming or the taking of photos is **not permitted** during Parent Watching Week, this is for Safeguarding purposes, also, whilst parent feedback is encouraged, parents are asked to discuss any issues at the beginning or end of the class and **not during** the sessions. Therefore, please do not interrupt the lessons; interruptions are off-putting and unsafe for coaches and gymnasts. Alternatively, feedback can be sent via email to [members@tootinggymclub.co.uk](mailto:members@tootinggymclub.co.uk)

### **Can I leave the leisure centre and go off and do something else?**

Parents/carers of children in the **Tots class (3 – 5yrs)** and **Rec 1 class (6 – 8yrs)** are required to stay on the premises and within the sports hall in the parent waiting and seating area. You must be available should your child need you, especially if they need the toilet. ***It is the Health & Safety Policy of the Leisure Centre that all children under the age of 9yrs must be accompanied by their parent/carer or a responsible adult when going to the toilet. Please note, Tooting Gymnastics Club does not have the workforce available to help with this.***

However, we appreciate that some families will have younger children with them, and they may want to use the Play Zone in the café area. Therefore, you must inform the admin team that you will be in the café area and, nominate another parent/carer who can take your child to the toilet if they need to go. Please let the Admin Team know who that nominated person is before going to the café. If you do leave the sports hall, then you must return to the sports hall **5 minutes before** the end of the class, ready to collect your child.

Parents/Carers of children in Rec 2, Rec 3 or AR2 have the option of leaving the leisure centre and returning **5 minutes before** the end of their child’s class ready to collect them.

## Do we have to re-enrol each term?

Once you are enrolled as a member of our Club you have priority over the waiting list. If you have paid for a Full Term (discounted rate) a re-enrolment email will be sent to you in the second half of the term. If you have paid for half a term, an email will be sent to you during the end of the half term, also providing details of the next re-enrolment period, how much the fees are and how and when to pay. **To guarantee and secure your place, fees must be received within the payment period.** If however you are experiencing financial difficulties or have cash flow issues, **a £10.00 non-refundable deposit can be made to hold your place**, with the remaining fees to be paid before the end of the current term or at a mutually agreeable time. **Please note:** if the remaining course fees are not received within the agreed payment period, and no communication has been had, then your place is no longer held for you and will be offered to the waiting list. **Please note** we do not take card payments, only bank transfer or cash with prior arrangement.

## Car Park

Tooting Leisure Centre has a car park which is FREE to all Leisure Centre users. If you are planning on parking your car, please ensure you register your car when you enter the main Leisure Centre Reception. Please note that parking is never guaranteed, and we would suggest lift sharing where possible.

The leisure centre often hires out the Lola Jones Suite for private functions. During these events the car park is extremely busy, more so than normal. We try to inform you when such an event will be taking place (please check the website) but often we are only informed at very short notice ourselves. If the car park is full, on street parking is always an option, however you may require change for the meters!

## WORKFORCE - Coaches

All our coaches are British Gymnastics qualified, they are DBS checked and have attended Safeguarding Courses and are First Aid trained. Our current coaching team are Ayoola Seeley, Izzie Scott, Mary Wright, Nitya Sharma, Paula Trinder, Paul Rogers, Tahirah Aidoo, and Thomas Malpass.

## Gymnastics Helpers

All our current helpers are ex-gymnasts who have gained a British Gymnastics Accreditation to help coach: Aminah Abbasi, Alexandra Giddings, Cassia Consagra, Dorota Piatek, Georgia Wilkinson, Haziqat Akitoye, Isla Young, Lucy Doris and Vyniha Velu.

## Volunteer Trainee Coaches

We run our own coaching programme in conjunction with British Gymnastics and have numerous ex-gymnasts returning to complete their Duke of Edinburgh Awards.

## Admin Team

Our admin team is very small and are recruited from within the club community. The Admin Team is headed up by Stephanie Maybury (Admin Manager) and supported by Raia Mayor (Accounts and Admin Officer).

## Coaching/Volunteering opportunities

We are always on the lookout for new and enthusiastic coaches or volunteers, so, if you are interested in coaching or volunteering, then please send us an email to [members@tootinggymclub.co.uk](mailto:members@tootinggymclub.co.uk), we can support you through your coaching journey in conjunction with British Gymnastics.

***Thank you for taking the time to read the above information and we hope you have found it useful. More importantly, thank you in advance for ensuring your child is aware of our Club Safety Rules and our Code of Conduct.***

***Your support is very much appreciated.***

***The Team at Tooting Gymnastics Club hope you enjoy your time at our Club***