



# Handbook

Faverdale, Faverdale Industrial Estate, Darlington, DL3 0PP

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Email: [admin@darlingtongymnastics.co.uk](mailto:admin@darlingtongymnastics.co.uk)

## *Welcome to Darlington Gymnastics Club!*

Darlington Gymnastics Club (DGC) is a Company Limited by Guarantee, and a Community Amateur Sports Club (CH 10871). Established in 1970, DGC is a not-for-profit organisation and managed by committee and is run by volunteers. The club moved into its current premises on Faverdale in September 2014 after a huge (and ongoing) redevelopment project.

Working to a different theme each week. Children are given the opportunity to experience the various apparatus available at the gym. Coaching staff encourage the children to learn the fundamental skills of gymnastics and how to perform these skills safely. Coaching staff encourage the children to support each other, promote the ethics and principals of good sportsmanship, and promote good behaviour. Recreational sessions are suitable for children of all ages and abilities, with the coaching staff able to adapt the skills taught to meet the needs of the individual.

All DGC coaches hold (or are working towards) British Gymnastics coaching certificates. All are trained in First Aid and, where appropriate, are DBS checked.

Throughout the year, DGC runs a variety of events and opportunities for all children involved in the club. These include Achievement Award sessions, skills clinics, trials, holiday fun days, summer camps, competitions and festivals.

The aim of the club is to provide gymnastics experiences for children of all ages and abilities, providing the best facilities and coaching we can.

Darlington Gymnastics Club offers a variety of sessions:

- Pre-school sessions
- Recreational Gymnastics
- Competitive Gymnastics
- School Gymnastics (Curricular support)

Please take the time to read through this handbook and save it for future reference. We hope that it answers some of the questions our members most frequently ask, but please ask a member of the coaching team or support staff if you would like any further information.

If you would like to support the club by volunteering your time and skills, we would love to hear from you!

Please email [treasurer@darlingtongymnastics.co.uk](mailto:treasurer@darlingtongymnastics.co.uk).

## *General Code of Conduct*

- Gymnasts should attend for each session dressed appropriately (leotard /sports clothing). Children taking part should be bare foot.
- All Jewellery (including stud earrings) should be removed (Religious jewellery can be taped safely)
- Long hair should be securely tied back.
- Mobile phones should be left with belongings or placed in the box available within the gym for safe keeping.
- Poor behaviour or bullying of any kind, by a child or parent, will not be tolerated by the club
- All gymnasts, parents and visitors should show respect for each other, the coaching team and support staff.

- All gymnasts, parents & visitors should obey all rules or the spirit of all rules, displayed in the gym, in literature or communicated to them by other manner.
- Parents and spectators should remain in the gym waiting area / viewing area unless invited inside by a coach or member of staff.
- Fees should be paid promptly and in full.
- ALL members of DGC **must** take out BG (British Gymnastics) membership for the appropriate insurance it provides
- All members must ensure the club is aware of any medical conditions, allergies or special needs that your child has so that we can appropriately meet their needs.

## *Viewing and Photography*

We welcome parents to stay and watch their children take part in the sessions. We are happy to update you on your child's progress either at the end of the session or by email.

([admin@darlingtongymnastics.co.uk](mailto:admin@darlingtongymnastics.co.uk))

**The club has a strict NO photography / video recording of sessions. This is to ensure the safety and welfare of all our members.**

A full copy of the policy is available on request.

## *Arrival and Departure from sessions*

All gymnasts under the age of 16 should be accompanied into and collected from inside the gym. Any exception to this must be arranged in advance via [admin@darlingtongymnastics.co.uk](mailto:admin@darlingtongymnastics.co.uk)

## *Health, Accidents and Incidents*

Your child's health, safety and wellbeing are important to us. We may not allow your child to take part in sessions if we feel that doing so may affect their well-being or the wellbeing of others.

Please do not bring your child to their session if they are unwell or injured.

Accidents can be an unfortunate risk to taking part in any sport. DGC makes every effort to minimise the risks associated with gymnastics. In the event of an accident within the gym, parents will be contacted as soon as possible, whilst the appropriate First Aid treatment / medical provision is provided for your child. If necessary, staff will accompany your child to hospital until you are able to be with them.

By attending sessions, you give permission to allow our staff to provide appropriate treatment (within the scope of their First Aid qualification), in the event of an accident.

We ask that you update your child's medical information promptly to accurately reflect any changes.

All members of DGC **MUST** take out British Gymnastics membership and the associated insurance that it provides.

If any other form of incident occurs in the gym, parents will be informed verbally and appropriate actions taken.

## *Dress Code*

Children should attend for sessions in appropriate clothing. Leotards or general sport clothing are both acceptable. We do ask that clothing is free from zips/ buttons/ adornments etc as these can present an accident risk to the children and coaches and risk damaging the equipment. We also ask that clothing isn't too loose fitting as this can hamper the children's movement. Children should be bare foot.

Long hair should be securely tied back. Jewellery (including stud earrings) should be removed.

## *Personal Belongings*

Darlington Gymnastics Club will not be held responsible for the loss of any personal items. We strongly advise against expensive items or items of sentimental value being brought to gym.

General items found within the gym will be placed in the Lost Property and will be kept for a limited period before being donated to charity or discarded.

Expensive items / jewellery will be kept safely. Please contact the club if an item of value is lost.

## *Membership and Fees*

As a member of Darlington Gymnastics club, your child will retain their place in their chosen session as long as you pay your fees on request.

Requests typically are made via the Love Admin system at week 6 of an 8-week block. You will be sent an email to remind you of this. To guarantee your child's space please pay any outstanding fees promptly otherwise we will presume you no longer wish to attend sessions and will remove your child from the register.

As a community club we are committed to enabling as many children as possible to take part in sport. If you have any problems meeting the costs of gymnastics or need to pay your fees in a different way, please email [treasurer@darlingtongymnastics.co.uk](mailto:treasurer@darlingtongymnastics.co.uk). We will make every effort to support your child to remain involved in the sport.

## *Cancellations and Refunds*

Darlington Gymnastics Club is under no obligation to refund any money if you are unable to attend part of or the entire term. We will try our best to accommodate refunds should your child decide they do not want to return to their session.

*Full refunds* will be issued if the term is cancelled before the beginning of the new block of sessions. No cancellation fee will be charged.

*Partial refunds* may be issued based on the remaining number of sessions if you child decides not to return part way through a block of sessions. A cancellation fee will be charged.

## *Injuries*

Should your child suffer an injury which means they are unable to attend the remainder of the sessions, Darlington Gymnastics Club will hold their place within the session until they are able to return. In the event of an injury, you must notify the club as soon as possible ([admin@darlingtongymnastics.co.uk](mailto:admin@darlingtongymnastics.co.uk)). DGC reserves the right to delay a child's re-entry into their sessions until they have had written medical clearance saying it is safe to do so or until they have seen a physiotherapist associated with the club.

## *Alternative sessions*

We are unable to offer an alternative to missed sessions.

## *Behaviour*

Darlington Gymnastics Club has the expectation of high standards of behaviour. Poor behaviour will be managed as per our Behaviour Policy (available on request).

## *Welfare*

If you are concerned about the welfare of your child, any other child, or see behaviour that you are uncomfortable with please alert a coach or contact our Welfare officer **on** [welfare@darlingtongymnastics.co.uk](mailto:welfare@darlingtongymnastics.co.uk)

Details of DGC's Welfare officer are also available on the board in the gym.

Alternatively, you could contact one of the Regions Welfare Officers:

Enid Harrison – [enid.harrison@british-gymnastics.org](mailto:enid.harrison@british-gymnastics.org)

Lynda Kouche – [north.rwo@british-gymnastics.org](mailto:north.rwo@british-gymnastics.org)

# Frequently Asked Questions

## *How old does my child have to be to start gymnastics?*

Darlington Gymnastics Club runs preschool sessions that are open to children from the age of 2. Once a child is 4, and at school, they can attend one of our recreational sessions.

## *My child has some disabilities. Can they do gymnastics?*

DGC is an inclusive club and aims to allow all children the opportunity to take part in the sport. If you have any questions about your child taking part, please don't hesitate to contact the club and we can discuss a solution that will meet the needs of your child.

## *Do sessions continue to run over the school holidays?*

Usually! The Recreational timetable is worked out in 8-week blocks over the full calendar year. The club aims to close for 2 weeks over Christmas and for 2-3 weeks over the Summer. This allows us to run our fun additional sessions and camps. Where the end of an 8-week block occurs at the same time as a half term we may choose to have an additional week's break.

Term dates are advertised on the notice boards in the gym.

DGC Aims to provide a number of additional events throughout the year, including Achievement Awards, Camps and a Winter Festival. These events are open to all children.

## *We are going on holiday for two weeks. Can we have credit / refund for those weeks?*

Unfortunately not. Fees are payable for the full block in advance and credits/ refunds can't be given in these circumstances.

## *Can my child do more than one session?*

Of Course! If your child is already taking part in sessions and would like to do more, please email [admin@darlingtongymnastics.co.uk](mailto:admin@darlingtongymnastics.co.uk) and we will be able to organise an additional session.

## *Can I change my child's session?*

If you need to change session, please contact the office on [admin@darlingtongymnastics.co.uk](mailto:admin@darlingtongymnastics.co.uk) and we will see what we can do. Some sessions do have waiting lists and limited capacity so there may be a wait before you can change sessions.

## *My child wants to stop gymnastics. How do I go about this?*

If your child decides not to return to sessions, please let us know by emailing [admin@darlingtongymnastics.co.uk](mailto:admin@darlingtongymnastics.co.uk) We welcome any feedback about how we can improve our services and activities.

## *My child is interested in competing in gymnastics...*

DGC runs a number of competitive squads. Coaching staff monitor all the children during their sessions and any child that shows potential is brought to the attention of the Senior team. Children may then be offered a trial in a squad. Further progression is individualised to the child and will be discussed at the time.