

Welcome to

Aspire



Members Handbook

## About Us

Whatever gymnastics discipline your child has chosen, we aim to do our very best to fulfil their potential.

Aspire Gymnastics Club was created due to the passion of every member of its committee for the sport of gymnastics. Most gymnastics Clubs in East Yorkshire historically trained in sports halls and schools and the lack of a dedicated facility meant that talented performers had to travel many miles to work on equipment fit for advanced skills. It took some three years from the first meetings of the committee to our Club opening. The opening was in 2014. It was a long road beset with difficulties but we now boast a venue for gymnastics which is everything the committee ever dreamed of. In 2014 two major gymnastics clubs merged to create the new "Aspire" Club. These were the former City of Hull Gymnastics Club who traditionally trained at The Woodford Centre, Holderness Road, Hull and South Holderness Gymnastics Club who trained at South Holderness Leisure Centre, Preston, Hull. Both Clubs were extremely successful in local Yorkshire East competitions and had successes in County competitions also. Now fully merged into Aspire Gymnastics Club the successes have continued and magnified making our future very bright.

Aspire Gymnastics Club is a registered Community Amateur Sports Club (CASC) with all profits being reinvested into the club. We are committed to being open to the whole community and continually improving and upgrading our service in every area of the club.

As a CASC club we ensure we are inclusive to everyone no matter what their social or economic background. As part of this, we offer a provision scheme for gymnasts to ensure that our members can reach their full potential. This scheme offers support in all aspects of training including class fees, reduced hours, insurance, and uniform. If you feel like you could benefit from this scheme, please contact the club's committee at [committee@aspiregymnasticsclub.org](mailto:committee@aspiregymnasticsclub.org) for further information

## Our intent

It is our intent to develop gymnastics in East Yorkshire and for our Club to become a County Facility. We aim for excellence in our sport.



# Board of Directors



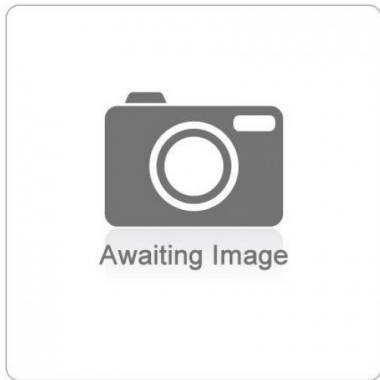
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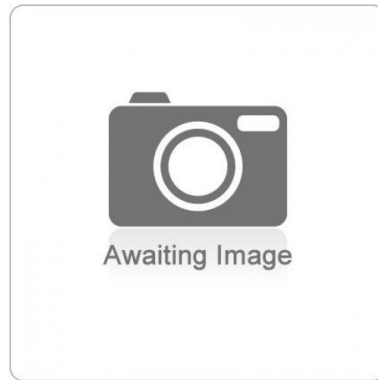
Christine



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Stephanie



Jacqueline

# Our Commitment

The purposes of the Club are to promote and provide facilities for the amateur sport of gymnastics in Kingston upon Hull and the East Riding of Yorkshire and community participation in the same. The Committee and Coaches are fully committed to providing excellent gymnastics training and club organisation. Gymnasts also need to be committed to their training including good attendance and concentration. They also need to be committed to taking responsibility for the care of equipment and content of the facility. The facility has been created for the benefit of all. Each gymnast should treat the facility with only the greatest respect.

Committee members will take ownership and the responsibility for, the strategic development and governance of Aspire Gymnastics Club in their areas of expertise. In doing so, Committee members will act in an honest, professional, and transparent manner, always putting the needs of the club first.

The coaches' responsibility is to provide a fun and challenging gymnastics environment, through appropriate level of coaching and by providing the best technical advice. To do this the coaches must take ownership of their coaching, continually working on developing their professional coaching skills. All our coaches work as part of a team which gives them added strength.

Gymnasts need to trust their coaches to provide the most appropriate gymnastics programme and to give honest advice. To help them, the gymnasts have the opportunity to be able to be the best they can be. The gymnasts need to take ownership for their behaviour both in the way they train and the way they perform. This requires gymnasts to take responsibility for the way they live their lives to give 100% commitment in their gymnastics sessions. For example, gymnasts demonstrate their commitment by arriving on time and not missing sessions. Gymnasts are responsible for the physical condition in which they arrive at the gym so that they can get the best possible improvements from the session. This would include eating a healthy diet and having sufficient sleep in order to recover fully for the next training session.

When gymnasts and coaches understand and undertake the values of ownership and responsibility, then a friendly, safe environment is created in which all our members can achieve personal success through higher levels of organisation and discipline.

We undertake to inform you if your child appears to be unhappy at gymnastics training. Our Sport is not for everyone when it comes to the competitive levels. It could be that a diversion into a different branch of the sport might make a child happier and more willing to perform to their best ability. We aim to offer a varied programme of gymnastics for all ages including opportunities to take part in events including gymnastic festivals. If you would like to find out more about other opportunities for your child to take part, please email our Club Secretary on [secretary@aspiregymnasticsclub.org](mailto:secretary@aspiregymnasticsclub.org).

## Our Coaches:

All our coaches are DBS checked and trained in safeguarding and protecting children.

All have the qualifications necessary to train the gymnasts allocated to them.



## British Gymnastics Membership:

As Aspire Gymnastics Club is a registered British Gymnastics Club, all members are required to hold valid British Gymnastics membership and insurance.

The club also has an annual club membership fee. British Gymnastics membership/ insurance and the club membership fee becomes payable after a child's second lesson at the club.

These fees are due again at the beginning of October every year. Dependent, therefore upon which month in the year your child joins the club, there may not be the expiration of one full year before payment is due again.

There are, however, some reductions in the fees dependent upon the month of the year when they are paid.



# Session Information

# What are the different types of gymnastics on offer?

**Pre-school gymnastics** – for ages 18 months to commencement of mainstream school

**Adult disability sessions**

**Gymnastics for All sessions - both in Gymnastics and Trampolining**

*These sessions are for 1 hour for children from 4 (once in full time education) up to 16 years old and run throughout the week.*

**Intermediate sessions**

*2.5 hour per week session, for gymnasts who may eventually moving on to competitive gymnastics.*

**Competition sessions, both Gymnastics and Trampolining**

*Including grades squad, regional competition squad and development groups.*

**Adult Gymnastics sessions**



## Do parents have to stay on site?

Parents of gymnasts under the age of 8 years need to stay close to but not necessarily in the gym to be able to deal with any issues their child might have (*i.e., toileting, as this is not the responsibility of the coach*).

Two up to date telephone contact numbers are essential in respect of all gymnasts so that if there is a problem we can contact you immediately. The message here is to “make yourself available” in case you are needed.



## Viewing

Due to health and safety, we need to restrict any disruption to sessions as much as possible. As such, parents are not normally allowed to stand in the gym. There is a parent’s room upstairs where there are viewing screens. If a parent wishes to stand downstairs to view their child’s gymnastics, this can be done on occasion with permission and guidance from either our Welfare officer or Committee members.

## Drinks

All gymnasts need to bring a drink to their gymnastics lesson.



## Tuck shop

We have a tuck shop upstairs in the parent’s room manned by volunteers where drinks and sweets etc. can be purchased. If you would like to volunteer, please contact our club secretary on [secretary@aspiregymnasticsclub.org](mailto:secretary@aspiregymnasticsclub.org)



## Speaking to your child's coach

If you need to speak with your child's coach, please ask to do when dropping your child off at the main entrance and when collecting them. If you are not able to speak to your child's coach, please email [secretary@aspiregymnasticsclub.org](mailto:secretary@aspiregymnasticsclub.org) to with discuss the matter or to arrange a meeting with the coach.

Coaches are not permitted to give out personal mobile numbers.

Parents/guardians should not contact coaches in this way. Any contact with coaches should come through official club channels.

## Clothing

For training gymnasts will work in bare feet, whilst trampolinists must wear socks. They should wear either a leotard (*a requirement for competition gymnasts and trampolinists*) or shorts/leggings and t-shirt. Other items such as jeans, skirts, school wear or combat trousers are not suitable for any part of the session.

The club has a variety of clothing and club merchandise available for purchase within club. This included long and short sleeve leotards and matching shorts, t-shirts, jumpers, boys' leotards and shorts.



## Payment for sessions

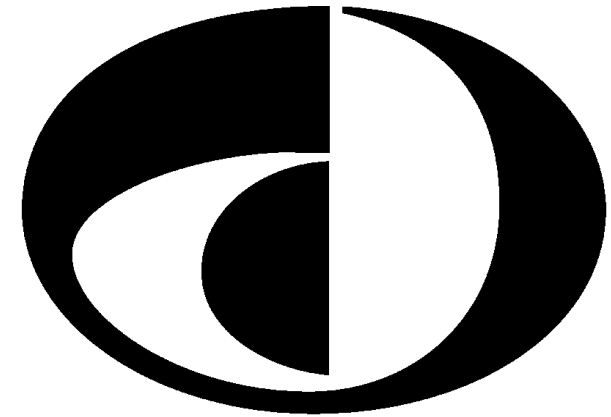
Direct debit payments are due for all sessions on the 1st of every month. Any missed payments could result in your child losing their place in their session. New gymnasts will need to pay £7.00 per week for their training until their monthly payments commence.

There are no refunds given for a child who does not attend sessions regularly.

In calculating the amount of monthly fees, account has already been taken regarding usual holiday periods. There will therefore be no reduction in fees for club closure if the session falls on a Bank Holiday and there has been a decision by the Committee to close the club on those days.

Competition gymnasts will receive no reimbursement for training lost due to competition days.

If a gymnast is absent from training for three weeks without explanation, Aspire have the right to re-allocate the place to someone on the waiting list.



**DIRECT  
Debit**



As a CASC registered club, under our provision scheme, we may be able to offer support with aspects of training, via reduction of hours, help with fees, insurance, uniform. If you feel like you could benefit from this scheme, please contact the club's committee at [committee@aspiregymnasticsclub.org](mailto:committee@aspiregymnasticsclub.org) for further information

## Dropping off and collecting your child

We follow the British Gymnastics policy regarding the dropping off and collection of children to and from gymnastics sessions. Any child under the age of 14 must be delivered to and collected from the Gym by a parent or appointed adult. Even when a child has reached the age of 14 years consent of the parent/carer must be given to allow that child to attend the gym independently i.e. without parent/carer.

Parents/Guardians are responsible for their child until handed over to the coach at the start of the session.

Parents/Guardians are expected to collect their children on time. If you know that you are going to be late collecting your child for any reason, you must contact the club as soon as is possible. Parents who are regularly late in collecting their child will be asked to attend a meeting with Committee members/Club Welfare Officers and this ultimately can result in your child being asked to leave the club.



## Supervision of children/siblings

Please note that the supervision of children not participating in any gymnastics sessions is the sole responsibility of their parents or guardians. Children within the facility must be always supervised. The club will not accept any liability for injury caused to such children. Children who are not participating in gymnastics are not permitted in the main gym hall.



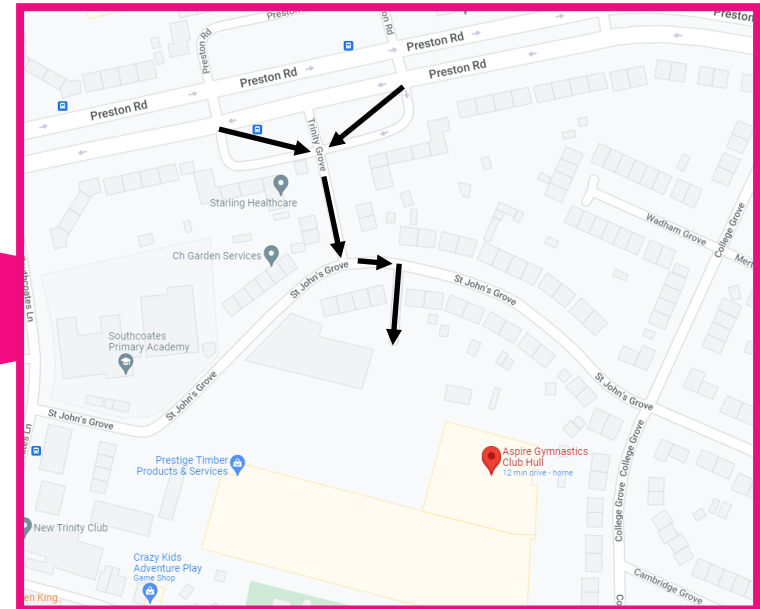
## Car parking

Cars may be parked in the car park in front of the building and cars are left at owners' own risk.

Aspire Gymnastics Club are not responsible for any loss or damage from or pertaining to a vehicle whilst in the car park.

It should particularly be noted that cars should not be left on the pedestrian walkway (*clearly marked as such*). Cars should also not obstruct the emergency evacuation point which is

**However, the car park is not large enough to cater for everyone and it is sensible to arrange to park close to the gym on the main Preston Road and walk-through Trinity Grove and access the premises on foot.**



## Medical conditions/disabilities

Some medical conditions require a parent / carer to stay at the session in case administration of medication is required e.g. EpiPen. Any medical condition, learning disability or attention disorder must be disclosed on their LoveAdmin.com account and parents should speak to the lead coach to ensure that all of the coaches are aware of any adaptations / risks which need to be considered. Participants with a disability who require one to one support will need to provide a carer, who will be led by the coaches within the session. Downs Syndrome gymnasts will require an atlanto-axial instability screening prior to starting the session. If a disability/medical condition arises during the gymnast's career at Aspire it is the responsibility of the Parent/Guardian/Carer to update their LoveAdmin.com account and then inform one of the Committee members about the disability/medical condition so, coaches can be informed appropriately.



## Medical Considerations

A gymnast may present with a medical condition which may or may not relate to a disability. If a gymnast has a medical condition where participation in gymnastics is in question, they must seek medical advice through their GP prior to participation, to ensure that the activity will not have a detrimental effect on their health or well-being.

The following are examples of medical conditions where expert advice is to be sought prior to participation in gymnastics:

- Pregnancy
- Detaching Retina
- Confirmed Atlanto Axial Instability
- Rodded back
- Brittle bones

This list is by no means exhaustive. Please see the [British Gymnastics Health, Safety and Welfare Policy](#) for further details.



## Major Injuries

If your child has a significant injury, such as a broken bone, and it is necessary to be absent from training a decision must be made by the Aspire Gymnastics Club Committee regarding any suspension/reduction of monthly fees.

Regarding competition gymnasts, in the majority of cases the expectation will be that after an initial period of recuperation the gymnast will continue to attend sessions in order to maintain physical condition and to perform any prescribed physiotherapy or rehabilitation work.



## Evacuation

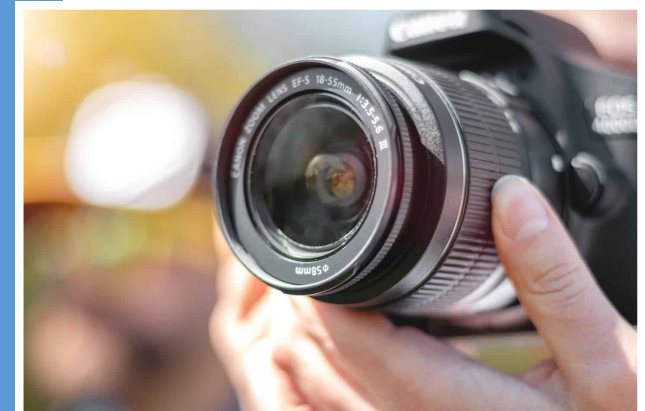
In case of a fire or other emergency, gymnasts participating in a session will be evacuated by their coach. Under no circumstance must a parent evacuate their child who is under the responsibility of a coach. Parents and other children under their supervision must evacuate the building and assemble in the car park – fire assembly point is marked, as the far side of the car park.



## Photography

We do not publish any images or videos without provided consent from the gymnast(s) concerned (or in the case of a child from their parent or guardian). This is gained as part of our registration process. Personal information of the individual, other than their first name and their club/session will not accompany the image

We have a policy of no photography being allowed in the gym either by camera, mobile phone, video or other devices without permission being sought first. If you wish to take a photograph of your child or video a performance please see their coach and arrangements can be made for this. It is not acceptable to take photographs etc. when other children are visible in the footage.



## How will the club communicate with me?

We administer the club membership via LoveAdmin.com and as such we will e-mail you with any important news i.e. under this system.

News and information about the club will be emailed to members, please also keep an eye on our website and social media for up-to-date information and news:

Website:	<a href="http://www.aspiregymnasticsclub.org">www.aspiregymnasticsclub.org</a>
Facebook:	Aspire Gymnastics Club Hull
Instagram:	@aspiregymnasticsclubhull
Twitter:	@aspiregymhull



## Social networking

Should a parent of a gymnast in the club request to become a friend of a Club coach via their social media, they will decline this request, inline with British Gymnastics and Club policies. This is in order to safeguard our coaches and members from inappropriate communication that could result in disciplinary concerns for both coach and gymnast/parent/guardian.

Social networking sites should never be used as a medium by which to abuse or criticise Aspire Gymnastics Club, Aspire Gymnastics Club members or Aspire Gymnastics Club staff or a member or members of a visiting or rival Club and to do so would be considered a severe breach of Aspire Gymnastics Club Standards of Conduct.

## Administration

If you have a change of circumstances (*specifically address and emergency contact details or your health status*) you can access your child's information on LoveAdmin.com and make amendments accordingly

If a gymnast is going to be absent from a session, please contact the club to let us know. Written notice along with medical proof is required to apply for a committee decision regarding a possible refund of fees for any long periods of absence

If a gymnast decides to leave the club, 30 days' notice must be provided in writing to the Club in order for the necessary actions to be taken to end your fee account. Should sufficient notice not be given the following month's fees will still be payable.



LoveAdmin



## Transferring sessions

We understand that situation and schedules change from time to time so you may need to change the session that your child attends. Unfortunately, we cannot guarantee that we will be able to accommodate your child in another session straight away, so you may have to be placed on a waiting list for your preferred session. If you need to request a session transfer, please email [admin.support@aspiregymnasticsclub.org](mailto:admin.support@aspiregymnasticsclub.org) providing your child details, the session you wish to transfer too and the reason for the transfer.

## Lost property

While we cannot take responsibility for any property which is lost in the gym, any lost property which we do find will be kept in a lost property container in our main office. All items of clothing should be named so that it can be returned to the gymnast quickly. Whilst we will do our best to ascertain the owner of lost items, if items are not claimed within three months these will be disposed of.



# Child Protection



# Health and Safety

We are committed to ensuring the safety and welfare of our members, coaches, volunteers and parents. We will do this by:

## **Duty of care**

A coach takes on certain responsibilities while your child is in our care. This may include:

*Holding a responsibility for care and well-being during training*

*Safe dispersal after training.*

*Providing first aid.*

*Providing/consenting to emergency medical treatment.*

*Abiding by British Gymnastics guidelines for the Protection of Children and Vulnerable adults. Appointing a Welfare Officer to whom grievances and complaints can be made confidentially.*

*Ensuring the staff are suitably trained in Child Protection and Health, Safety and Welfare issues and go through a Criminal Record Bureau check.*

*Ensuring that grievances or complaints are dealt with promptly and in accordance with the grievance procedure.*

*Ensuring that a minimum of two responsible adults are available at all training session and events.*

*Ensuring that participants and/or parents are aware of the purpose of videoing, filming or photography during training or events.*

*Having zero tolerance level for poor practice, bullying or any form of abuse*

**Our Duty of Care starts from the time your child is delivered to the coach and lasts until your child is returned to a parent or other responsible adult appointed by yourself. Under no circumstances should children be dropped off/picked up for sessions in the car park. The person who delivers the child must come into the gym with them.**



The safety and welfare of children and vulnerable adults in the club is a primary concern for Aspire Gymnastics Club. If any of our members or parents/guardians has a welfare concern, they should contact our Head Welfare Officers – [deborah@aspiregymnasticsclub.org](mailto:deborah@aspiregymnasticsclub.org). Our Welfare Officers will liaise with the committee to investigate any welfare concerns and work to implement any resolutions. To effectively investigate and resolve welfare issues, parents/ guardians are expected to maintain confidentiality around any welfare investigations.



## **Volunteering and Volunteer Roles**

As a club we rely heavily on the dedication and commitment of volunteers. Below are just some of the roles that volunteers are currently involved with:

*Coach/Parent Helper*

*Welfare Officers*

*Judging at competitions*

*Running the tuck shop*

*Fundraising for the club*

If you are interested in volunteering at Aspire, please contact our volunteer co-ordinator, Natalie on [natalie@aspiregymnasticsclub.org](mailto:natalie@aspiregymnasticsclub.org)

# MY LEADERSHIP ACADEMY.

## Leadership academy – aged 13+

The MY Leadership Academy Programme is designed to create a structure which young people can follow to help them develop as leaders within gymnastics environments.

The programme encourages leaders to complete five different 'topic' areas:

**MY Learning:** Leaders are tasked with completing a number of different courses, both generic and sport specific.

**MY Development:** Leaders are tasked with identifying a mentor and learning from working alongside them.

**MY Volunteering:** Leaders are tasked with volunteering their time at events and meetings.

**MY Future:** Leaders are tasked with producing a development plan and working towards completing their goals.

**MY Projects:** Leaders are tasked with identifying appropriate needs, and running a project to add benefits to themselves and their club.

By taking part in the MY Leadership Academy programme, it will help them to identify their own strengths and which aspects of gymnastics they enjoy and also encourages the leaders to stay within the sport for longer.

They will have the opportunity to complete courses, socialise, create and run a project and develop their leadership skills alongside many other personal skills.

If your child would like to get involved, please contact our Leadership Captain, Emma on [emma@aspiregymnasticsclub.org](mailto:emma@aspiregymnasticsclub.org)



# CODE OF CONDUCT

## For Club Coaches, Officials and Volunteers

The essence of good ethical conduct and practice is summarised below. All Club Coaches, Officials and Volunteers must:-

Consider the well-being and safety of participants before the development of performance.

Develop an appropriate working relationship with performers based on mutual trust and respect

Hold the appropriate, valid qualifications and insurance cover.

Make sure all activities are appropriate to the age, ability and experience of those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills.

Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved with club activities.

Never consume alcohol immediately before or during training or events.

Obtain prior agreement from the parent/guardian of performers before transporting them anywhere (training/competitions). Obtain signature from them to form of authority to transport their child.

Never have performers stay overnight at your home.

Never exert undue influence over performers to obtain personal benefit or reward

Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the British Gymnastics Safeguarding and Protecting Children Policy.

Never condone rule violations or use of prohibited substances.

Make sure that confidential information is not divulged unless with the express approval of the individual concerned.

Promote the positive aspects of the sport (e.g. fair play).

Encourage performers to value their performances and not just results.

Never contact gymnasts out of training, always contact parents. If you need to contact a coach who is under 18 this must be through a group communication which includes a welfare officer.

# CODE OF CONDUCT

## For Parents / Guardians

Discourage challenging / arguing with officials. Publicly accept officials' judgments.

Help and encourage your child to recognize good performance, not just results.

Set a good example by recognizing good sportsmanship and applauding the good performances of all.

Never force your child to take part in sport.

Always ensure your child is dressed appropriately for the activity and has plenty to drink.

Keep the club informed if your child is ill or unable to attend sessions.

Endeavour to establish good communications with the club, coaches and officials for the benefit of all.

Share any concerns or complaints about any aspect of the club through the approved channels.

Use correct and proper language at all times.

Never punish or belittle a child for poor performance or making mistakes.

Deliver your child into the gym and stay with your child until start of the lesson. Always collect your child promptly at the end of a session by coming into the gym.

Support your child's involvement and help them to enjoy their sport.

Any abusive or threatening behaviour towards any Aspire GC member or guest will result in the permanent exclusion from the gymnastics centre.

Follow all guidelines laid down by British Gymnastics.

# CODE OF CONDUCT

## For Participants

All gymnasts must follow the rules and respect coaches, judges and their decisions and must follow instructions on the first time of asking.

Gymnasts must respect fellow Aspire GC members and opponents.

Gymnasts should treat their fellow members how they would like to be treated. Bullying will not be tolerated. If you see bullying in the gym let your coach or a welfare officer know.

Gymnasts should keep to agreed timings for training and competitions or inform their coach if they are going to be late. If Gymnasts are 15 minutes late without prior arrangement may result in withdrawal from that coaching session

Gymnasts must wear suitable clothing for training and events as agreed with the coach. Keep all long hair tied back. Remove all body jewellery (subject to the flexibility of 6 weeks after new piercing above)

Gymnasts must not smoke, consume alcohol or take drugs of any kind before/during training and whilst representing the club at competitions or other events.

Gymnasts should treat the gymnastic centre and its equipment with respect.

Gymnasts should tell the coach if they have any injuries or illness they may have before the warm-up begins.

Gymnasts must not use bad language.

Gymnasts should remain with coaches at the end of a session until collected by their parent or guardian.

# DISCIPLINE POLICY

## Three Strikes Policy For all gymnasts/ parents or carers

Disruptive or threatening behaviour of any kind including bullying is unacceptable at Aspire Gymnastics Club and will not be tolerated. Any breach of the codes of conduct will be treated in the following manner.

Prior to formal actions being taken, any gymnasts failing to follow the Gymnast's Rules may first be asked to sit out for a period of time.

If this does not allow time for reconsideration of actions the following will be followed.

Any gymnast, parent or carer failing to meet behaviour standards as set out in the appropriate club Code of Conduct or Gymnast's Rules will receive a verbal warning. This would involve two of a senior Coach, Chairperson or Welfare Officer and would be recorded in writing in the club's records.

If the behaviour continues a written warning will be issued to the person concerned / their parents / carers by the Chairperson in the presence of the Senior Coach or Welfare Officer.

If the written warning has no effect the situation will be raised with the full committee, who may then decide to suspend the person for a set period of time or in serious cases expel the person completely.

**There is a right of appeal but an appeal against suspension/expulsion must be made within five days in writing to the chairperson.**

# COMPLAINTS PROCEDURE

**Aspire Gymnastics Club is committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers. We always aim to provide high quality services for everyone but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from our mistakes.**

Usually it should be possible to resolve any problems as soon as they occur. If not then the parent/carer should follow the formal complaints procedure set out below. Under normal circumstances the Club Coach in charge of the session will be responsible for managing complaints.

## Stage One

If a parent/carer has a complaint about some aspect of the club's activity, or about the conduct of an individual member of staff, it will often be possible to resolve the problem by simply speaking to the individual concerned and/or the Coach in charge of the session. The club is committed to open and regular dialogue with parents/carers and welcomes all comments on its services regardless of whether they are positive or negative. Please try to make any complaints at an appropriate time (*i.e. end of session/change over times*).

If a satisfactory resolution cannot be found then stage two of the procedure will come into operation.

## Stage Two

If informal discussions of a complaint or problem have not produced a satisfactory resolution to the situation, parents/carers should put their complaint, in writing, to the Club's Head Coach. Relevant names, dates, evidence and any other important information on the nature of the complaint should be included.

The Club's Head Coach will acknowledge receipt of the complaint as soon as possible and fully investigate the matter within 15 working days. If there is any delay the Club's Head Coach will advise the parent/carers of the reasons. The Club's Head Coach will keep you up to date with what is happening and will give a full reply.

If you are not satisfied with the response, then stage three of the procedure will come into operation.

### **Stage Three**

If the parent/carer is not satisfied with the response to their complaint by the Club's Head Coach, they can request that their complaint is referred to the Club's Board of Directors.

The Head Coach will refer the complaint and their response to the Board of Directors and they will acknowledge receipt of the complaint as soon as possible. The Board of Directors will fully investigate the complaint together with the Head Coach's response within 15 working days at a specially convened meeting.

If there is any delay the Board of Directors will advise the parent/carers of the reasons and keep you up to date with what is happening.

The Club's Secretary will send a reply within four weeks outlining how the complaint was investigated and detailing the outcome.

*(The response will be copied to the staff members concerned with recommendations for any actions to be taken and any amendments to club policies or procedures emerging from the investigation.)*

If you are not satisfied with the outcome, you can raise the complaint to British Gymnastics.

### **Contacts**

Head Coach: [simon@aspiregymnasticsclub.org](mailto:simon@aspiregymnasticsclub.org)

Welfare Officer: [deborah@aspiregymnasticsclub.org](mailto:deborah@aspiregymnasticsclub.org)