



Saltire Team Gymnastics

CLUB HANDBOOK

2017

saltireteamgymnastics@hotmail.co.uk

www.saltireteamgym.com

Welcome to Saltire Team Gymnastics

Saltire Team Gymnastics would like to welcome you to the club and provide you with some information about our activities. Primarily, the club provides opportunities for young people and adults to receive coaching in gymnastics leading to competitive and high performance Team Gymnastics. We aim to create a training environment that teaches our gymnasts the value of effort and learning, improving personal performance, to deal positively with challenges and adopt a sport for life mentality.

The club is affiliated to our National Governing Body, Scottish Gymnastics, and was formed in 2011 following a merger of Midlothian Teamgym and Dalkeith Gymnastics Club, to ensure long term sustainable opportunities for the gymnasts in both clubs. Entry to the club is subject to trial selections and regular reassessments or recommendations from other coaches.

Training sessions vary throughout the school year (please see the annual training schedule for details), and for most gymnasts training comprises of a minimum of 1.5 hours of training per week in addition to any other local recreational classes. Our main club training sessions are based at Meadowmill Sports Centre, East Lothian as well as having other satellite sessions at Midlothian School of Gymnastics – Lasswade High School and Tumbles Gymnastics Centre.

We also offer preschool and beginner gymnastics to those who have an interest in the sport and would like to keep fit while enjoying the benefits of being in a club. All preschool, beginner and development sections of the club train at our very own recreational near meadowmill sports centre, Tranent. The facility is also open to adults, ASN children and the display section.

THE HANDBOOK

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About the Club

Saltire Team Gymnastics was formed in 2011 after a merger of Dalkeith Gymnastics Club and Midlothian Teamgym when both clubs made Meadowmill Sports Centre their main training venue. Please see below for a brief history for the 2 clubs:

Midlothian Teamgym

Midlothian Teamgym was established in 1999 by Margaret Kerr and Sarah Jackson as started out with a Junior Team only. When the team started training in 1999 it was made up from gymnasts mainly from Dalkeith Gymnastics Club and Lasswade Gymnastics Club training in the back gym hall at Lasswade High School. Some of the original team of junior gymnasts went on to create the highly successful Senior National Ladies team who became the 1st ever Scottish Women's team to become British Champions (2009) and represent Great Britain in the European Championships (2010).

In May 2008 the club ran trials at Musselburgh Sports Centre to begin the Primary and Junior Sections of Midlothian Teamgym, from then the club expanded greatly having primary and junior teams competing at all Scottish Teamgym Competitions from then on.

The most recent developments of Saltire team Gymnastics include introducing Development Classes for young aspiring gymnasts to learn the basics of gymnastics and Teamgym, working towards joining one of the competitive teams.

In January 2011 – move to Meadowmill

In 2010 and 11 the club did extensive fundraising and gained funding from lottery grants enabling them to purchase over £6000 of equipment specific to Teamgym and to support our feeder programmes. In 2012, the club has significantly invested over £30,000 of its own funds into purchasing top of the range Teamgym kit. In 2013, Saltire invested over £5000 into purchasing two new Dorado Teamgym Trampettes, which has helped us in making Saltire one of the leading Teamgym clubs in the North region.

Moving Forwards as SALTIRE TEAM GYMNASTICS

Club Vision:

To be the most inclusive and successful Teamgym club in the UK

Mission Statement:

Saltire Team Gymnastics Club is committed to providing a safe, effective and child friendly environment for all our members to enjoy the sport. We aim to provide the highest quality of coaching to children, young people and adults at all levels and be a key club in our local community. Our dedicated, friendly and experienced coaches will ensure all members enjoy their learning experience and support them in achieving their full potential and individual goals; this includes the opportunity for our gymnasts to progress to National and International level competition.

Saltire Team Gymnastics is proud to boast a number of highly skilled qualified coaches and judges who are actively involved within the club's coaching team – all extremely dedicated and passionate about sport, especially gymnastics. They bring with them various sources of expertise including sports science graduates, physiotherapists, ex-gymnasts, pilates and dance instructors to name a few.

Fundraising – in terms of being able to deliver high quality gymnastics provision and ensure we can continue to subsidise leotards, tracksuits, and gymnast treats etc, we need to ensure fundraising activities are undertaken all year round. Historically this has relied heavily on the coaching team to deliver the lead role in fundraising however with increased number of classes, coaching hours, and time required for planning of training, we require more parental support. If you can offer any time at all to be part of our fundraising committee please contact our Club Development Officer or one of the coaching team who will happily invite you to our committee meetings to meet the team 😊

The Club Committee

While the club's coaching team are responsible for the overall management and decision making of the training and performance of the gymnasts, parental involvement is essential to ensure the club and the gymnasts reach their full potential. The club welcomes and values the support of parents and is keen to try and involve them as much as possible in fundraising activities and taking roles in positions on the committee.

The club committee is set up to ensure parents play an active role in supporting their children's enjoyment and development in gymnastics. The club committee is responsible for activity outside gym, specifically:

- to act as a support mechanism for parents, particularly those whose child is a new club member
- to provide a clear forum for communication between members, parents and the coaches
- to provide the optimum level of support for the gymnasts
- to provide volunteers to assist at competitions and events

Below are details of the committee positions which are elected annually. Other members of the club may attend committee meetings including:

- Head coaches / coach representative for each age group
- Kit Liaison officer (as necessary)
- Choreographer (as necessary)
- Fundraising committee leaders (alternate between two positions)
- Club Development Officer

Elected Committee Positions:

- Chair Person – Jean Walker
- Treasurer – Louise Lewis

- General Secretary – Esther Morrison
- Child Protection Coordinator – Nicola Thomson, Joanne Ross
- Club business manager – Tracey Brown
- Club Development officer–Rachel Ross
- Events coordinator- Catriona Morton
- Kit Liaison Officer – Lesley Thomson

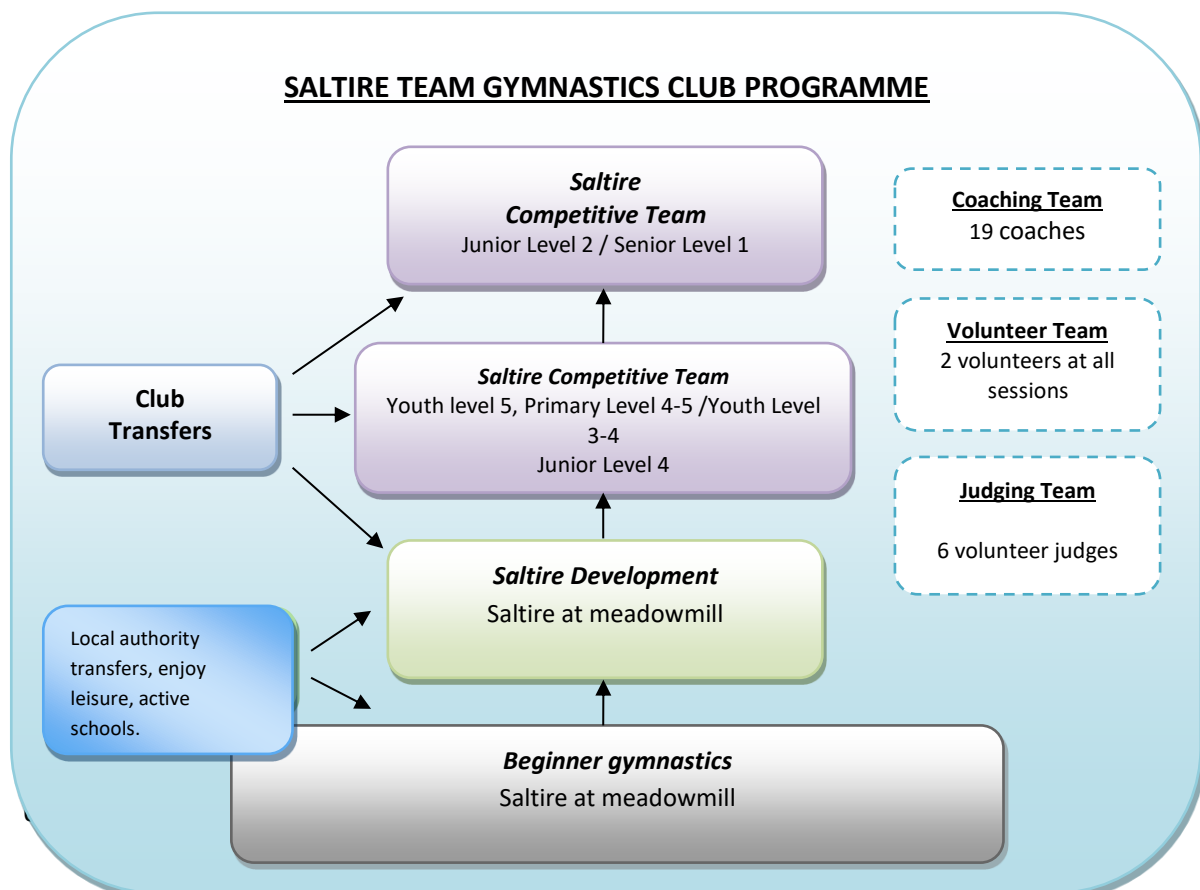
Please refer to the annual calendar highlighting the dates of all committee meetings. If you would like to join the committee, please email us at saltireteamgymnastics@hotmail.co.uk

Coaching Opportunities

Not only do we concentrate our efforts in providing a quality training environment and coaching to our members but we also put in place sufficient time to ensure a succession plan for the club is in place and that our club really instils a **sport for life** mentality. Therefore we ensure all our members (gymnasts and parents) are offered the following opportunities at the appropriate time.

Gymnasts will be offered the opportunity to get involved in coaching from the age of 14. Before this time, mentoring opportunities may be available for gymnasts looking to get into coaching early.

The club will look at supporting our members through subsidising (part / whole) costs of the above depending on whether the role is carried out in a paid / voluntary capacity. Please speak to one of the senior coaches / committee for more information (saltireteamgymnastics@hotmail.co.uk)



THE COACHES' ROLE AT THE CLUB

RESPONSIBLE TO:	Margaret Kerr and club committee
RECOMMENDED QUALIFICATIONS:	Head Coach – Minimum of Teamgym Senior Coach (Level 4) Senior Coach – Minimum of Teamgym Senior Coach (Level 4) Club Coach – Minimum of Lead Coach (Level 2) – Artistic / Teamgym / General Assistant Coach – Minimum of Assistant Coach (Level 1) – Teamgym / General
SKILLS REQUIRED:	<p>The Coach should be able to:</p> <ul style="list-style-type: none">• Motivate performers and volunteers, and communicate effectively with them• Use time efficiently and effectively and produce results• Ensure quality session planning and make best use of time available• Show an appropriate level of technical knowledge• Break skills down if appropriate, analyse skills and make improvements• Make use of appropriate equipment and adapt if necessary• Provide advice on sports science and lifestyle guidance.• Understand the importance of providing a fun and disciplined learning environment to develop gymnasts in
MAIN DUTIES:	<ul style="list-style-type: none">• Plan and deliver coaching sessions appropriate to the ability of participants• Provide support and advice to the assistant coaches within the coaching team• Promote the values of Positive Coaching Scotland within all training• Co-ordinate competition entries and affiliation to Scottish Gymnastics.• Ensure all coaches are aware of session aims / goals – work as a team• Liaise with the club committee to ensure 2 way communication• Ensure the club committee is aware of all club activities• Abide by and promote sound ethics and club policy; child protection, and equal opportunities to all gymnasts and members of the club• Take responsibility for ensuring their coaching qualifications and membership (including public liability insurance) are kept up to date.• Take responsibility for ensuring equipment is correct and kept in good working order• Be aware of and follow the procedures for recording accidents/incidents (through sports centres and Scottish Gymnastics)• Be aware of the Health & Safety policy and Emergency Procedures of the training venues and take responsibility for Health & Safety at whatever venue the gymnasts are training or competing at• Ensure that there is an accessible, well stocked first aid kit at the venue and a telephone nearby wherever the club is training or competing (some coaches are first aid qualified, alternatively venue staff are on hand to administer first aid when necessary).• Lead PR led awareness of Saltire Team Gymnastics along with the secretary and treasurer

Saltire Key Members' Roles and Responsibilities.

Club Committee

The club committee are fundamental to ensuring the club is fit for purpose and in a position structurally and financially to support the advancement of the club and our members to meet full potential.

The club committee is responsible for the overall management and decision making relating to the 'non-gymnastics' aspects of the club which includes:

- Committee functions
- Club running and operations
- Management of staff and coaches
- Financial position and spend
- Grievances and disciplinarys
- Communication to parents, members and stakeholders
- Committee meetings, agendas and key actions
- Fundraising to support club activities and members within the club
- Leadership and direction

Senior Coaching Team

The senior coaching team are responsible for the overall management and decision making relating to the training and performance development of the 'gymnastics' activity. These include:

- Setting direction for the teams and gymnastics content
- Review performance of the club and gymnasts to continually progress
- Make suggestions / recommendations for the committee in relation to structural changes
- Put in place monitoring tools to measure gymnasts progress and improve overall standards
- Provide mentoring opportunities and development for coaches who are undertaking qualifications and on an ongoing basis

Coaches

Team coaches (lead and assistants) are responsible for the planning and delivery of quality coaching to the teams / groups of gymnasts they are responsible for. This includes:

- Individualised approach to gymnast's skill development
- Strong fundamentals and physical preparation in place
- Team planning
- Review performances of their team with gymnasts and in place goals for training

Volunteers

Volunteer Coaches / Helpers have a responsibility to report to the Lead Coach of the session they are helping with.

- Volunteers at training and events will agree to abide by the Club Codes of Conduct.

Useful

Contacts

All members below have signed and agreed to a roles and responsibilities remit for each individual job description and can be circulated for your viewing on request.

Name	Role	Contact Details
Chair of Club Committee	Jean Walker	Jean_walker@btinternet.com
Treasurer	Louise Lewis	Louise.Lewis@blueyonder.co.uk
Secretary	Esther Morrison	Esther@emorrison.orangehome.co.uk
CPC	Nicola Thomson	kr1t3@hotmail.com
Club business manger	Tracey Brown	saltireclubmanager@hotmail.com
Club Development Officer	Rachel Ross	saltiredevelopment@hotmail.com
Head Coach (All Teams)	Margaret Kerr	Maggiekerr47@gmail.com
Lead Coaches:	Sam Hendrikson Tracey Brown Emma Cain Rachael Walker Jenny Ross Katie Vince Erin Thomson Anna Lewis	saltireteamgymnastics@hotmail.co.uk (all correspondence)
Physiotherapist	Geraldine Fergusson	geraldinefergusson@hotmail.co.uk
Kit Liaison Officer	Lesley Thomson	saltirekit@hotmail.co.uk

Training Calendar

Please consult the Club Website for the latest training calendars:

www.saltireteamgym.com

Please note that the days and venues of training may be altered throughout the course of the year, and all parents/guardians will be advised of any changes.

Events Calendar

Please consult the club Website for an up to date list of upcoming meetings and events (other events may be added throughout the year).

Finance Information - Club Fees

The payment structure highlighted below exists as a membership to Saltire Team Gymnastics Club and incorporates the costs associated to the training of the gymnasts. Fees are required to be set up by standing order within one month of the gymnast starting with Saltire. Exceptions to this can be agreed with our treasurer Louise (saltireteamgymtreasurer@hotmail.co.uk). Club fees should be paid on the 1st of each month by Standing Order directly to the club bank account; details highlighted below.

Beneficiary Bank Details

Bank Name: Bank of Scotland,
Account Title: Saltire Team Gymnastics
Bank Sort Code: 80 – 06 – 29

Account No: 06002968

Please note that the club offers a sibling discount to families with more than one child training with the club. Please contact our treasurer Louise Lewis for further information (saltireteamgymtreasurer@hotmail.co.uk).

Scottish Gymnastics Membership:

Please note it is **compulsory** that all our club members become members of our National Governing Body on joining the club and are updated annually. This brings a number of benefits to club members, namely personal liability insurance and the ability to compete in Scottish and British competitions.

On joining the club, you will be required to make a fee payment to Scottish Gymnastics to cover your insurance for the coming year. Following on from that, your membership fees will be incorporated into your monthly standing order so you will not be required to pay another lump sum for insurance.

The cost of Scottish Gymnastics membership/insurance is dictated by the Governing Body and is subject to change at any time.

Club Hardship Fund

The club have a small pot of money called the hardship fund which is available to our members to help support one off fees in circumstances deemed appropriate by our Head Coach and Treasurer. For more information please contact the club treasurer on saltireteamgymtreasurer@hotmail.co.uk

FREQUENTLY ASKED QUESTIONS

What happens if we miss a session or we are on holiday?

The monthly payment is a membership to the club and secures the place for the gymnast, the club still has outgoing fees to pay i.e. hall hire, coaches, SGA Membership fees etc. Please note that it is imperative that you inform the coaching team if your child will be absent from the class i.e. illness / holiday.

What happens if my child is injured for a long period of time?

It is expected, within the context of injury, that gymnasts still attend training to join in conditioning and core work to keep muscle tone and team spirit until they return to full training. In the event of a gymnast being injured with a break / severe injury a refund of one month's training may be agreed in partnership with the coaching team and treasurer.

What happens if we leave the club?

Cancellation of the standing order to the club is down to the parent of the gymnast who set this up. We do not have the authority to cancel standing orders from the club end.

What do our Club Fees pay for?

Club fees contribute to the associated costs of the gymnastics training i.e. building costs, hall hire, coaching fees, miscellaneous training items / folders etc. In addition to this the club invests heavily in coach and volunteer development and purchasing state of the art gymnastics equipment. Every penny that comes into the club is reinvested back into gymnastics.

What happens if we don't pay our fees?

The club treasurer will contact members to remind them of the monthly payment due; if still no payment is made the following month, this will be followed up by a formal letter for payment. Thereafter the club committee will make a decision about further action.

CODES OF CONDUCT

Saltire Team Gymnastics is committed to safeguarding and promoting the wellbeing of all its gymnasts. The club believes it is important that the gymnasts, coaches and parents should, at all times, respect and understand the safety and welfare of others. Therefore, gymnasts and parents are encouraged to be open at all times and to share any concerns they may have about any aspect of the club with our Head Coach or Child Protection Coordinator. The clubs code of conduct fully adopts the SGA policy and procedures.

GYMNASTS

As a gymnast at the club you are expected to abide by the following code of conduct:

- All gymnasts must train and compete within the rules and respect the decisions of the coaches, officials
- All gymnasts must be registered with the NGB (Scottish Gymnastics) under Saltire Team Gymnastics (on joining the club gymnasts will be required to pay this)
- All gymnasts must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- Gymnasts should keep to agreed timing for training, competition and other events or inform their coach if they are going to be late
- Gymnasts must wear suitable club kit –for training competitions or other events, as agreed with their coach
- For security purposes it is advised not to bring items of value to training; if mobile phones and other electronic devices are brought these should be switched off in the gym
- Jewellery must not be worn at either training or competitions
- Gymnasts who have long hair must come to training with hair tied back securely, and have sufficient amount of fluid to last the session (NO FIZZY JUICE)
- Gymnasts should go to the toilet before training sessions commence to reduce disruption to the class
- Gymnasts show respect for their coaches and accept coach decisions.
- Gymnasts must demonstrate an acceptable level of behaviour in training sessions and must accept that they are subject to the club disciplinary procedures if their behaviour is deemed to be inappropriate or disruptive.

PARENTS/CARERS

- Encourage your child to learn the rules and perform within them
- Accept coach decisions with reference to team selection and skill selection (within reason); if decisions are, in your opinion, unreasonable this must be discussed with the Head coach and team coach
- Help your child recognise good performance, not just results and reinforce coaches feedback
- Discourage inappropriate conduct
- Never force your child to take part in sport

- Set good examples within the gymnastics environment by recognising fair play and applauding good performance
- Never punish or demean a child for making mistakes
- Parents with gymnasts U18 years must accompany their child to any away events unless 'special circumstances' have been discussed and agreed with the committee and Head of Delegation for that particular trip/event.
- Support your child's involvement and help them to enjoy their sport
- Inform and regularly update coaches (as necessary) with any injuries or medical information
- Use correct and proper language at all times
- Encourage and guide performers to accept responsibility for their own performance and behaviour
- Fees for training and events must be paid promptly
- Use appropriate channels in order to voice grievances against any of the coaching staff, other parents or other gymnasts in your child's team: email or phone calls ONLY to the head coach or Chairperson of the committee. NO texting or social media.
- Behave in an exemplary manner at home and away events.

COACHES

Saltire Team Gymnastics is committed to safeguarding and promoting the wellbeing of all its gymnasts. The club believes it is important that the gymnasts, coaches and parents should, at all times, respect and understand the safety and welfare of others. Therefore, gymnasts and parents are encouraged to be open at all times and to share any concerns they may have about any aspect of the club with our Head Coach or Child Protection Coordinator. The club's code of conduct fully adopts the SGA policy and procedures. Below highlights the key areas our coaching team are signed up to:

- Safeguard the wellbeing and safety of participants before the development of performance at all times i.e. appropriate physical preparation and rate of skill progression
- Maintain professional standards and knowledge to carry out your role effectively i.e. qualifications, PVG, membership to appropriate bodies etc
- Abide by the Teamgym golden rule... safety is paramount
- Develop an appropriate working relationship with participants and parents, based on mutual trust and respect
- Make sure all activities are appropriate to the age, ability and experience of gymnasts
- Promote the positive aspect of the sport
- Never punish or demean a child for losing or making mistakes
- Consistently display high standards of behaviour, language and appearance and act as a role model for gymnasts and other coaches within the club
- At no times when in care of gymnasts/children is it acceptable to be under the influence of alcohol or drugs
- Difficult decisions / situations should be discussed within the coaching team regularly at appropriate forums
- Follow all guidelines laid down by the NGB (Scottish Gymnastics) and the club
- Do not exert excessive pressure on performers to obtain personal benefit or reward
- Encourage participants to value their performance not just the result
- Encourage and guide participants to accept responsibility for their own performance and behaviour

- Mobile phones and other electronic devices not being used for the purpose of coaching should be switched off in the gym
- Appropriate attire must be worn for the purposes of coaching including long hair tied back and no jewellery should be worn either at training or at competitions
- The scheduling and length of practice times and competition, should take into consideration the maturity level of members
- Take responsibility at every training session and competition to ensure that equipment meets safety standards in line with manufacturers guidelines
- Positively represent the club at all events, competitions and during training, by demonstrating respect for the ability of other coaches, other gymnasts and spectators
- Take a proactive role as a coach to educate your gymnasts not only in skills and technically, but also by promoting positive personal and social behaviour
- Do not tolerate acts of aggression - verbal or physical.
- Provide regular feedback to gymnasts and other members as required and in an appropriate manner
- Play a proactive role in cooperating fully with specialists i.e. physiotherapists, and parents, and follow the advice of a physician when determining when an injured gymnast is ready to return to training and the rate of return to full training
- Treat all members fairly within the context of their sporting activities, regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or social/economic background.
- Play a key role in encouraging your gymnasts to be independent and responsible for their own behaviour, performances and decision they make
- Ensure clear communication between coaches, gymnasts and parents in key decisions made

Spectators Code of Conduct

- Spectators must: -
- Switch mobile phones to silent during the competition.
- Remain supportive throughout the competition, and must not interfere with other spectators' enjoyment or disturb any of the gymnasts.
- Refrain from moving about the seating area whilst gymnasts are competing.
- Remain in the spectator seating area and not enter controlled areas including competition field of play and the control desk.
- Treat the competition venues with respect, particularly in respect of food and drink rules.
- Respect all competitors, coaches and competition officials.
- The Competition Organiser reserves the right to remove any spectators in breach of this code of conduct.

THE DISCIPLINARY PROCEDURE:

BEHAVIOUR DURING COMPETITIONS AND CLUB SESSIONS

Procedure for unacceptable behaviour displayed by gymnasts

If a coach feels a gymnast has displayed unacceptable behaviour within the gymnastic training environment they will be given a verbal warning (see Gymnasts' Code of Conduct for details).

Gymnasts will receive three warnings before action is taken; on the third warning the gymnast will be asked to sit out of the session for a length of time deemed appropriate by the coach who issued the warning. The coach is responsible for explaining to the gymnast why they have been told to sit out and explaining why it was deemed unacceptable behaviour.

At the end of the stipulated time period, the gymnast may return to the training session. If there is no improvement in the behaviour, the coach will make a call to the gymnast's parents to have them collected early from training.

At the end of the class the appropriate coach will inform the parent why the gymnast was asked to sit out. Parents will be given the chance to discuss their child's behaviour with the appropriate coach and head coach in order to resolve any difficulties.

Should the coaching team be of the opinion that there has been no improvement in a gymnast's behaviour then this will be reported to the head coach, chair of committee and child protection coordinator who will agree with the coaching team on an appropriate course of action. The final decision to remove a gymnast from the club altogether can only be taken with those named above.

Parents/ guardians' who wish to appeal against a decision can do so by arranging a meeting with the three named people above who can collectively decide on the appropriate actions to put in place and resolve the situation.

Procedure for unacceptable behaviour displayed by coaches / volunteers

If a parent feels a coach / judge / volunteer has displayed unacceptable behaviour within their respective codes of practice they must report this to either the Head Coach (unless the issue relates to this individual) or CPC / Club Chairperson. If the nature of the complaint breaches the code of conduct, the CPC / Head coach will address the concern with the relevant individual. This will result in either a verbal warning, a written letter setting out the nature of the complaint or dismissal depending on the severity of the breach of club rules.

If the complaint is relating to negligence of duty of care or child protection concerns (i.e. abuse) the CPC must follow the guidelines of Scottish Gymnastics and ensure confidentiality is maintained throughout the relevant procedures.

Grievance procedure

A grievance procedure will be carried out by an independent and neutral member of the club i.e. CPC or committee member to ensure the individual who has had complaints against them is given the right to work / coach in the club.

CHILD PROTECTION POLICY

The Club is fully committed to safeguarding the welfare of all children in its care. It recognises its responsibility to promote safe practice and to protect children from harm, abuse and exploitation. It follows Scottish Gymnastics'

guidelines and the Child Protection Co-ordinator is available at any time to discuss any issues related to Child protection (see contact details for all CPC's contact information).

Members and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines the Club's commitment to protecting children and vulnerable adults.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.

Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.

Saltire Team Gymnastics:

- Promote the health and welfare of children by providing opportunities for them to take part in sport safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well being of children and protect them from abuse.
- Train, support and supervise its members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within the Club.
- Following any issues or concerns raised about the protection of children within the Club.
- In all other circumstances, at least every three years.

CHILD PROTECTION COORDINATORS



Nicola Thomson



Joanne Ross

Nicola and Jo are the Child Protection Coordinators for the primary and junior teams and development section of our club and both have been trained through the Scottish Gymnastics child protection courses. Nicola/Jo will be the first point of contact for coaches, parents and gymnasts of the primary / junior / development sections of the club on any issues concerning the wellbeing of our members. For any queries please contact them directly on; saltiresafeguarding@hotmail.com

ANTI-BULLYING POLICY

It is the aim of Saltire Team Gymnastics to create a safe and fun experience for gymnasts to develop gymnastics potential whilst fulfilling their enjoyment and gymnastics experience. We also strive to provide opportunities for gymnasts to achieve their potential whilst building on and developing fundamental skills, improve general well being and confidence.

Saltire does not tolerate any form of bullying or bullish behaviour which undermines the concentration / confidence of another member (whether this is face to face / via social media). This includes the following:

- Racial comments / behaviour
- Sexual comments / behaviour
- Verbal abuse i.e. name calling, exclusion etc
- Physical bullying i.e. hitting, kicking etc

Incidents of bullying will be dealt with instantaneously either by the Head Coach or CPC. Any complaints of a bullying will be recorded by one of the named above persons above from both sides of the story and all parents will be fully involved.

Parents / gymnasts will be involved in deciding the outcomes / actions in agreement with the Head Coach and/or CPC which will aim to change the behaviour of the bully to be in line and adherence to the Clubs code of conduct for gymnasts. All warnings will be appropriate to the child and eligible for appeal via the CPC if the parent / guardian has concerns.

Social Media Statement....It is the responsibility of the parent/guardian of the gymnast to control/supervise what their child/children subscribe to but the Club would request that parents explain the vulnerability of individuals to social bullying. Should anything untoward be brought to the attention of the Club or Coaches then we are duty bound to inform gymnasts, parents and the Club CPC immediately and to highlight, where appropriate, the Club disciplinary procedure.

EQUITY POLICY

Saltire Team Gymnastics agrees to adhere to the policy of Equity as adopted by Scottish Gymnastics and ensure that equity is fully incorporated across all aspects of this clubs development and delivery.

The Club is committed to the exemplary standards of conduct through the principles of equity and ethical structure.

Equity is about recognising and removing the barriers faced by people involved, or wanting to be involved in sport. It is about changing the culture of sport to one that values diversity and enables the full involvement of disadvantaged groups in every aspect of sport.

In understanding the principles behind equity, the club is committed to following the following principles highlighted by British and Scottish Gymnastics:

- All persons must respect the rights, dignity and worth of every human being and their right to self-determination.
- All members, volunteers and job applicants are entitled to be treated fairly regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or social/economic background.
- Equity must permeate throughout strategic and development plans.
- All participants should be afforded equal opportunity to access to services.
- In some cases, positive action may be required to address past inequalities or under-representation.
- It is everyone's responsibility to ensure that no form of discrimination is tolerated in the club.
- Any individual who believes they have received unfavourable treatment within the scope of the policy should raise the concern with the committee in line with the grievance procedure.
- No individual (and/or their family) who raises a concern in good faith should be treated unfairly as a result of raising the concern.

How we will do this:

Saltire Team Gymnastics:

- Respects the rights, dignity and worth of all individuals and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- Is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

- Ensures that its club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- Will deal with any occurrence of discriminatory behaviour seriously, in accordance with our disciplinary procedures highlighted in the handbook.

FIRST AID AND ACCIDENTS

Only those with a current and recognised First Aid qualification should treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.

Should an incident occur during training:

- At least one member of staff on the premises will be qualified in first aid to the correct level .
- Complete a Scottish Gymnastics accident report form plus keep one for own records in addition to ensuring the parent receives a copy.
- Inform the child's parents of any injury and action taken:
 - at the end of the session (minor injuries)
 - immediately (serious injuries)
- Access to a telephone must always be available in case the emergency service is required. Should any child be taken to hospital, this must be reported to the Head Coach using the procedures above.
- Coach to record accident within the club's risk assessment and accident reporting folder, sign and date.

If the accident was due to faulty or broken equipment then the site must be informed and the item of equipment removed from use/service immediately if owned by the sports centre. If it is an item of equipment owned by the club then it will be immediately be removed from use and maintenance / replacement agreed.

Should an incident occur at a competition:

There will always be a member of staff qualified in first aid present at any Scottish Gymnastics event. Any incidents should be taken to these qualified individuals for treatment ensuring the remaining gymnasts are not left unsupervised.

An accident report form from the first aid staff at the event should be kept for club's records and a copy handed to the parent.

Inform the child's parents of any injury and action taken:

- on return from the competition should a parent not accompany the child (minor injuries)
- immediately (serious injuries)

Access to a telephone must always be available in case the emergency service is required. Should any child be taken to hospital, this must be reported using the procedures above

EMERGENCY PROCEDURES

All coaches must ensure they are familiar with the emergency procedures for the venue where training takes place and the competition venue when taking gymnasts to compete. Coaches are responsible for ensuring all gymnasts are accounted for in an emergency and therefore should have access to a register at all times.

Site staff are responsible for the safe evacuation of all present in the building therefore coaches, gymnasts and parents must follow any instructions received to ensure this happens as quickly and safely as possible.

PHOTOGRAPHY AND VIDEOING POLICY

The club has gained written permission from each gymnast's parent or carer to use video/photography during training sessions and events for coaching purposes.

All parents / guardians/ participants are informed in writing that:

- That the club will ensure a minimum of two authorised and responsible adults must be present at all times during filming.
- Care will be taken to securely store the video materials to avoid misuse. Video and photographs will only be accessible by the coaching team and will only be distributed to third parties with parental/guardian consent.
- Parent's and guardians will be given the opportunity on club registration to opt out from any filming or photography and will be reviewed annually
- Applications to film or photograph the participants during training or away from the gymnasium must be scrutinised or approved by the clubs designated persons (CPC and Head Coach).
- The club will inform parents and participants of the purpose of the filming/videoing as a useful coaching aid.

Saltire Team Gymnastics Annual Registration Form

We are very pleased to welcome you and your child to the Club. To ensure we have the correct contact details, please complete this form and delegation responsibility form with your child's details and return it to one of the coaches or club secretary ASAP.

We will also use this information to ensure that you are kept informed about club events.

Gymnast's Personal Details (please complete all the sections below)

Name:
Date of birth:
Address:
.....
Postcode:
Home telephone number:
Mobile:
Contact Email:
Scottish Gymnastics membership no (if existing member):

Disability

The Disability Discrimination Act 1995 defines a disabled person as anyone with 'a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.

Do you consider your child to have a disability?

Yes ☐ No ☐

If yes, what is the nature of your child's disability?

Visual impairment ☐ Hearing impairment ☐
 Physical disability ☐ Learning disability ☐
 Multiple disability ☐

Other (please specify):

.....

Please give details of where you previously took part in gymnastics (Active Schools, Other Club, Enjoyleisure programme, Midlothian Council programme, Community Centre Class):

.....

Medical Information

Please detail below any important medical information that our coaches should be aware of (e.g. epilepsy, asthma, diabetes, allergies etc.) If medication is required, please provide usage instructions and state whether the child can self administer.

.....

Dietary Requirements

Please detail below any dietary requirements our coaches should be aware of

.....

Emergency Contact Details

Please insert the information below to indicate the person(s) who should be contacted in event of an incident/accident:

	Contact 1	Contact 2
Contact Name		
Relationship to child		
Emergency Contact Number 1		
Emergency Contact Number 2		

By returning this completed form, I agree that my child ('I'-gymnasts aged 18+) will take part in the activities of the club including competitions, displays and fundraising events throughout the year.

I also agree that both I and my child have read and will abide by the Club Codes of Conduct and Disciplinary Procedures as detailed in the Club Handbook (available to view on the club website: www.saltireteamgym.com)

I understand that the Club Policies and Procedures can be subject to change at the discretion of the Club Committee and I will continue to abide by those changes. I understand that I will be kept informed of both club activities and any necessary changes to any of the above through the Club Committee and Coach communication.

I understand in the event of injury or illness all reasonable steps will be taken to contact the emergency contacts listed above and to deal with that injury/illness appropriately.

Name of parent/carer (or gymnasts aged 18+):
Signature of parent/carer (or gymnasts aged 18+):
Date:

PHOTOGRAPHY AND VIDEOING

PERMISSION FORM

Saltire Team Gymnastics would like to gain your permission to use video and photography during gymnastics sessions. The use of video is a great feedback tool in the use of coaching and we feel that our gymnasts could benefit greatly from it. There may also be instances during training and events where we would also like to take photographs to use in club publications such as newsletters, club website and on our notice board. Please see our Photography and Videoing Policy for further information.

To ensure our duty of care is adhered to we will ensure:

- There are a minimum of two authorised and responsible adults present at all times during filming and photography
- Care will be taken to securely store video materials to avoid misuse. Video and photographs will only be accessible by the coaching team and will only be distributed to third parties with parental/guardian consent.
- The coach will explain to the gymnast(s) the purpose of taking video / photographs, the gymnast will have the opportunity to opt out of any photograph / video filming at any point.

Please complete the attached form and return to the club. If you wish to opt out of this agreement at any point please speak to the head coach or one of our Child Protection Co-ordinators.

Saltire Team Gymnastics

Photography and Videoing Permission Form

I give / do not give consent for my child: _____ (*gymnast's name*) to take part take in any photography / videoing during training sessions and events with Saltire Team Gymnastics.

Signed: _____ *(Parent / Guardian)*

Date: _____