



# **MEMBERS HANDBOOK**

**October 2013-September 2014**

# ABBAY GYMNASTICS C.I.C. MEMBERS HANDBOOK

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## **INTRODUCTION**

This Handbook has been prepared as an introduction to Abbey Gymnastics C.I.C. One copy will be available in the waiting area or you can download your own copy from the website. It is advisable to keep the Handbook in a file, along with other Company information, e.g. Calendar, Newsletters, qualifying conditions, etc.; also any revised or up-dated sections that may be issued from time to time or at the start of a new season. The file should be accessible to gymnasts and parents. While the Handbook is comprehensive in the areas it covers, it will not cover every query, so some matters may need clarification from one of the Company Officials. If you have any queries, please make an appointment to speak to a Director who will be willing to help.

Everyone involved with Abbey Gymnastics wants to promote a friendly, healthy, sociable environment in which all gymnasts will thrive. Parents are welcomed as Associate Members of the Company, and are encouraged to take an active interest and participate in the Company's events eg competitions, fundraisers and other events. The Company agrees to abide by all rules of B.G.N.I., British Gymnastics and Gymnastics Ireland Ltd.

## **ABOUT THE CENTRE**

The Club was originally formed in January 2000 and was affiliated through British Gymnastics (B.G.) and Irish Gymnastics (I.G.). Being affiliated to these two organisations allows for a full competition calendar through the year. With an increase in the number of competitors, the Club was able to take the next step of opening in a full time facility in Mallusk. The Club is now operating from premises at Argyle Business Centre, Belfast as a Community Interest Company, company no: NI604751. This status means that Abbey Gymnastics is a Not-For-Profit Company and any profits made will be reinvested in the Company for the benefit of the community.

Most of the work going into the Centre facilitation to date has been voluntary by the Directors, gymnastics coaches (except for a percentage of actual coaching hours) and our Fundraising & Promotions Committee. This includes trips to competitions, many of which have been self-funded. Without this, the competitive side of the sport would not exist. With a number of other members and parents now on the committee, they also provide their services free to the Company, without which the Company would not be able to exist.

The Company operates a development programme, which offers a structured teaching programme for children and adults of various abilities, from complete beginner to advanced and competition standard gymnasts. While the emphasis is on the development of good technique and safety there is also the opportunity to work towards the British Gymnastics Award Scheme.

Any gymnast within the class may become a member but entry to competitive membership of the Company is based on ability and dependent on available space. Assessment of any children wishing to join the club competitively takes place on a regular basis through assessment of the Abbey Gymnastics C.I.C. Testing System, as there is a set requirement for the level that must be attained in order to compete in I.G. and B.G. competitions. Applications to transfer to Abbey Gymnastics C.I.C. from other clubs must follow the procedure laid down by British Gymnastics. Anyone wishing to join the classes generally should give their details to the club secretary or gymnastics coach which will then be placed on a waiting list, after which they will be contacted when a place arises within a class.

What started out as a small recreational club has now grown into a full time Company developing gymnastics at both recreational and competitive levels for people of all ages and abilities through a variety of disciplines.

We would welcome support from parents, friends and the local business community. With further interest in the Company, we will be able to develop the sport further so as to improve on the high standard already maintained by the gymnasts to date within N. Ireland and Ireland.

## **HEALTH AND SAFETY**

We are conscious of safety at all times. Our main aim is to prevent accidents. We want our gymnasts to be confident that they are training in a safe environment. With regard to gymnastics facilities, it is essential that only authorised persons handle things such as first aid, adjusting apparatus, carrying heavy equipment. Only authorised adults are permitted in the gym. Only gymnastics shoes should be worn for safety and hygiene reasons if verruca or infection is confirmed. Parents may be admitted into the gym with the approval of the

gymnastics session coach if a child is unwell. However, if a child is feeling distressed, the child should be asked to go to the waiting area where the parent can be admitted.

We want as many coaches, teachers and parents as possible to gain qualifications associated with gymnastics and we encourage this by advising people of when and where courses would take place. When there is sufficient interest we may also run courses ourselves. Safety measures at competitions are laid down by B.G. and I.G.

## **INJURY AND ILLNESS**

Gymnasts should never train with an illness or injury unless under specific medical guidance. Coaches or officials should be informed immediately of any injury occurring during training.

Only qualified coaches may administer first aid to gymnasts. Abbey Gymnastics C.I.C will keep records of all accidents and incidents as appropriate.

## **IN THE EVENT OF THE GYM NOT OPENING OR SESSIONS BEING CANCELLED**

If for any reason the gym staff fails to turn up to open the gym, the procedure is to wait 15 minutes then go home. On no account should children be left outside the gym in the hope that someone will turn up.

When parents drop off the gymnasts at the gym they are to ensure that the coaching staff are in the gym prior to departing. No parent should collect another child unless specifically requested to do so by that child's parents or guardian and the coach has been informed prior.

## **GENERAL BEHAVIOUR AND DISCIPLINE**

Parents should note that it is their responsibility to ensure the good conduct and behaviour of their children both before and after training sessions, and during any competitions.

***Gymnasts are responsible for their own equipment and belongings. All drink bottles, etc. must be taken away or disposed of at the end of each session.***

During training sessions or competitions/training camps, gymnasts should avoid actions that may bring the Company or the sport of gymnastics into disrepute. Gymnasts also have a responsibility to report any member whose conduct is likely to bring the Company or the sport of gymnastics into disrepute. Any disruptive or boisterous behaviour at any time will not be tolerated as it distracts other gymnasts who wish to learn and progress, and as gymnastics and its associated activities of trampolining and diving are dangerous, no compromise will be made regarding safety issues. If this type of behaviour results in removal from the class, the individual concerned (and parents if under 18years), will be given a verbal warning. If the behaviour continues, a written warning will then be given and the Disciplinary Committee will be advised on the incidence and decide on future action if the behaviour continues.

Gymnasts should:

1. Abide by the Clubs constitution and rules of gymnastics
2. Be polite and courteous at all times
3. Listen to all coaches and undertake direction and instruction
4. Do not leave the group without the permission of the coach
5. Be respectful of equipment, other gymnasts and coaches. Never criticize your coaches or teammates
6. No bad language
7. Listen to the coach when they are talking
8. No talking when the coach is explaining instructions
9. No chewing gum
10. Wear appropriate clothing for training ie team uniform or casual clothes (NO denim or football kits, no skirts, no socks except trampolining, no tights)
11. No jewellery of any description including stud earrings must be removed
12. No mobile phones (we will not be responsible for loss or damage to personal items while in the gym)
13. No eating or drinking inside the gym
14. No eating or drinking during training, only on break times

15. NO BULLYING!! Report any bullying to a coach.
16. Respect the rights and dignity and worth of all, and treat everyone with equality.
17. Be punctual
18. Wear club colours and any team kit when in competition.
19. Only leotards must be worn when receiving any awards, either on or off podiums.
20. Be prepared, dress appropriately and be fully equipped for every session and event, e.g. grips.
21. Contact the Head Coach if you know you will miss 3 consecutive weeks, as absence without contact for this length of time will result in your place being made available to another gymnast from the waiting list.

The Company has a Disciplinary Committee which has the power to investigate and make recommendations to the Executive Committee. This does not include matters of a child protection nature.

### **TEAM KIT**

All team kit must be bought in the team colours. Official team kit/merchandise can be ordered through the company on 3 occasions per year. Parents/Gymnasts are not permitted to use the Abbey logo on any unofficial merchandise as this is a breach of copyright.

### **STRETCHING AND WARM-UP**

Gymnasts under 18 years of age should wear shorts and a t-shirt when warming up. The purpose of the warm-up is to prepare the body for more vigorous exercise. The goal of an effective warm-up is to gradually elevate core and muscle temperature. This helps the muscle and connective tissues become more pliable and thus help prevent injuries due to over-stretching. Some benefits of warm-up are:

- Psychological preparation for the activity to come.
- Increased blood flow to muscles that will be used in the activity. This will provide for a smooth transition to higher levels of intensity.
- Increase in nerve impulse transmission and a rehearsal effect – preparing the body for the type of movement to come.
- Stretching the muscles, loosening connective tissues, and increasing the flexibility should improve shape formation and reduce the possibility of joint injuries because they have the ability to increase coordination, delay fatigue or make the tissues less susceptible to damage.
- Warm-ups also provide a rehearsal effect. During this time, shape mechanics, jumps and landings can be refined for forthcoming training or competition demands. Visualisation and imagery play a big part in practicing skills which must take place before the skills themselves.
- Other good reasons for warming up could be to get acquainted with strange apparatus and to establish a good attitude towards the competition.

### **DUTIES OF ABBEY GYMNASTICS COACHES**

The Head Coach co-ordinates the Coaching Programme throughout the Company and is responsible for the training and competition programmes of the Age Group and Senior Squads. Coaches and officials, who give generously of their free time, are subject to the rules of both Abbey Gymnastics CIC, B.G and Gymnastics Ireland. The appointment of all coaches and officials shall be by the approval of the Board of Directors.

The following guidelines should make everyone aware of Coaches' duties.

#### **Coaches should ensure:**

1. They are fully aware of the various Child Protection measures in place within British Gymnastics and Abbey Gymnastics CIC and Always record any allegations/accidents/incidents & report them to the Head Coach & Childrens Designated Officer (Suzanne McConkey)
2. A high standard of behaviour both from themselves and from the gymnasts;
3. That all gymnasts take part in a safe and enjoyable environment;
4. That they attend their session 10 minutes before each session begins to assist gymnasts and parents with any queries. If they cannot attend their specific session then they must contact a Senior Coach who will try to obtain suitable cover and ensure that such cover is fully aware of the schedule to be carried out and of any specifics concerning gymnasts and that particular session. If no cover is available, parents and gymnasts will be notified as soon as possible by either the coach or the venue staff.
5. That the longer term developmental needs of the gymnasts are catered for, by ensuring that skill and personal development receives greatest attention.
6. That problems, both technical and behavioural, are identified and dealt with on a regular basis;

7. Their level of knowledge is continually added to, by study and attendance at seminars, courses and in-house coaching workshops, so that an improved service may be provided;
8. That they give careful thought to their programmes in conjunction with that of the British Gymnastics so that gymnasts can develop at the appropriate pace (Senior Coaches);
9. They follow progressive lesson plans as set out by Senior Coaches;
10. That schedules are as challenging and as interesting as is possible within the confines of the skills needed to be practised;
11. That gymnasts get equal and regular attention and that, other than catering to Special Needs, no gymnast gets undue attention. Special Needs can be defined as any disablement physical or mental, or as skill faults, etc., which require extra work;
12. That if they must leave the gym (even for a short period), the safety of the gymnasts is ensured and that a responsible adult present has been informed;
13. That all equipment used is returned to its rightful place following the session;
14. That all gymnasts have left the gym before they themselves leave; Also that they ensure the next session is adequately covered before leaving;
15. That competition entries are submitted to the Administrator by the date indicated and that gymnasts are communicated with concerning the events they wish to enter;
16. That no new gymnast should be included in a session without prior arrangement with the venue management or administrator.
17. That competition programmes are properly marked up with all details of gymnasts and the results achieved are clearly indicated and that such marked up programmes are submitted to the Administrator on the day of or that immediately following the Competition.
18. That any grievance follows the appropriate procedure.
19. Always be publicly open when working with children, avoid situations where a coach and an individual child or vulnerable adult cannot be observed.
20. Care should be taken when spotting a gymnast. Use recognised coaching techniques. Avoid inappropriate contact
21. Collection point for children – safe area for younger children, ensure that the parent/guardian approaches the coach to take their child from the group.
22. Coaches are not permitted in the bathroom to assist gymnasts, children must be able to toilet themselves to participate in classes.
23. If a child is ill and needs to be taken to the toilet there must be another adult present.
24. If a child has a disability, then prior written consent from the child's parent/guardian is needed with regards to toilet duties etc.
25. On trips away, when the groups are mixed then a male and a female coach needs to accompany the gymnasts.
26. On trips away gymnasts will be picked up and collected from a designated pick up point.
27. Keep up to date with qualifications
28. NEVER coach beyond your qualification
29. Recognise the physical & psychological development of gymnasts.
30. Never engage in horseplay or fooling around
31. Never use inappropriate touching
32. Never use bad or sexually explicit language
33. Remember you are a role model as a coach
34. Never 'add', befriend or chat with gymnasts on social networking sites
35. Obtain written permission from parents/guardians for transport on certain trips, competition entries etc

## **CONSTITUTION OF ABBEY GYMNASTICS C.I.C.**

### **1. TITLE**

The Centre shall be called Abbey Gymnastics C.I.C. (hereafter called the Company).

### **2. AFFILIATION**

The Company shall be affiliated to BRITISH GYMNASTICS, GYMNASTICS IRELAND LTD and GYMNASTICS NORTHERN IRELAND.

### **3. OBJECTIVES**

1. Provide a positive and safe environment for all its members
2. Foster and develop gymnastics whether in competition or otherwise and to use the same in promoting the development of physical and moral qualities that come from gymnastics whether in competition or otherwise.
3. Have a child-centred focus, which continues to emphasise the overall development, safety, health and welfare of children at all levels within the sport.
4. Promote the teaching and practice of gymnastics in accordance with the current best practice.

### **4. MEMBERSHIP**

1. Club Membership shall be open to any person approved by the Board of Directors.
2. There shall be three categories of membership through British Gymnastics and Gymnastics Ireland;
  - A. Non-Competitive Member. Any person interested in participating in gymnastics activities, but does not wish to compete.
  - B. Competitive Member. Any person interested in participating in competitive gymnastics activities, subject to an assessment by a Club Coach, the availability of a place in the appropriate squad, and subject to the approval of the Executive Committee.
  - C. Associate Member. Any adult over the age of 16 wishing to assist in the running of the Club and its events in accordance with (3) above must join the Club as an Associate Member and also apply for membership of British Gymnastics.
3. Membership fees shall be fixed annually by B.G, G.I., G.N.I. and Abbey Gymnastics C.I.C. and shall be paid in full by the final date of 1<sup>st</sup> September.
4. Competitive members wishing to transfer from another club must be in good standing with that club and apply in writing to the Club Secretary in accordance with British Gymnastics procedures. The application will be put to the Executive Committee for a decision.
5. Membership shall cease if:
  - A. Not paid in full by 1<sup>st</sup> September of each year.
  - B. In the opinion of the Board of Directors a member brings the Company into disrepute.
  - C. A member fails to comply with the Constitution and Rules of the Company.
  - D. If Membership of British Gymnastics is refused or withdrawn.
6. The number of members may be restricted at the discretion of the Board of Directors.
7. Only fully paid up Associate Members, and fully paid up Competitive Members of 16 years and over are eligible to vote.

### **5. MANAGEMENT**

1. The Company shall be governed by a Board of Directors (minimum 3 persons)
2. The Directors shall meet bi-monthly and act as required for the efficient running of the Company at least 3 times per year.
3. The Directors may co-opt other members as necessary but unless confirmed at a General Meeting they will have no voting rights.
4. The Directors shall have the power to appoint additional positions, but if these positions come from outside the Board of Directors, they shall not have the power to vote.
5. A quorum shall consist of at least 2 members of the Board of Directors.
6. If a vacancy occurs, the Directors shall have the power to fill the post until the next AGM.

7. Absence from 3 or more consecutive meetings without an apology sent to the Secretary shall be deemed to be resignation from the Board of Directors, unless the Board of Directors shall decide otherwise.
8. The Directors shall be responsible for the correspondence and normal business of the Company. A Complaints book will be kept by the Board of Directors.
9. The Directors may also appoint other subcommittees as are considered necessary to advise them on specific aspects contributing to the efficient organisation and operation of the Company.
10. The Company may elect annually at the Annual General Meeting such honorary members as are considered appropriate.
11. The Company shall elect annually 2 members of the Committee to act as delegates to the Regional Body and 2 as delegated to attend the AGM of G.N.I.

## **6. RULES OF THE COMPANY**

The Directors shall be empowered to publish, enforce and amend such supplementary rules to the Constitution, as it feels will be beneficial to the affairs of the Company, provided they are not contrary to the Constitution and rules of British Gymnastics. Amendments to the Constitution are necessary from time to time to keep the Centre in line with the recommendations and regulations of British Gymnastics. The Directors shall therefore, without the need to convene an Extraordinary General Meeting, be empowered to make changes to the Constitution that will improve the running and performance of the Centre in line with or in accordance with the said recommendations and regulations of British Gymnastics.

## **7. ANNUAL GENERAL MEETING (AGM)**

1. The AGM shall take place during the month of June.
2. Notice of the AGM shall be by a notice placed in a location to be agreed by the Board of Directors at least 10 days before.
3. The business of the AGM shall be:
  - (a) The Minutes of the previous AGM.
  - (b) The Directors' report.
  - (c) The Head Coach's report.
  - (d) Motions regarding rules and constitution.
  - (e) Committee report.
  - (f) Any other business proper to the AGM.
4. Proposals regarding rules and constitution to be tabled at the AGM must be received by the Directors at least seven days before the meeting. They shall be written and signed by at least two voting members.

## **8. EXTRAORDINARY GENERAL MEETING (EGM)**

An Extraordinary General Meeting may be called at any time by:

1. A request of the majority of the Board of Directors.
2. A written request to the Directors from a number of members other than the members of the Board of Directors.

## **9. DISCIPLINE**

A Director or official coach may request any Club member who is not acting in a fit and proper manner to leave a training session or meeting. Serious breaches of discipline shall be reported as soon as possible to the Chairperson of the Disciplinary Committee who shall convene a meeting of the Disciplinary Committee to consider the matter. The Chairperson of the Committee must also be advised of the matter as soon as possible. The member must be informed of the time and place of any meeting where disciplinary action against him/her will be discussed and has the right to be represented and to make a statement to the Disciplinary Committee in his/her defence. The Disciplinary Committee may recommend to the Board of Directors the course of action to be taken. The Board of Directors' decision, if not to the satisfaction of the complainant, may be referred to British Gymnastics.

The Company will have no powers to act in relation to any complaint of child abuse. These must be dealt with by British Gymnastics, in accordance with their Child Protection Guidelines. The Company will deem it necessary for the person alleged to have committed the said abuse to stand down immediately and not be permitted in the gym until British Gymnastics or a higher authority has passed clearance.

## **10. CHILD PROTECTION**

In accordance with British Gymnastics guidelines (updated as amendments received) the Company will comply with all Child Protection rules. A minimum of one Child Protection Officer will be nominated from within the Company, and not active Directors. They will be responsible for maintaining the Company Child Protection Register, completing and compiling the declaration forms, convening initial case conferences, as and when necessary, and to be the liaison between the Company and the Governing Body (through the Board of Directors). A CLO Complaints Book shall be kept so that records may be passed to the Incoming Child Protection Officer.

11. Members must obey the directions of Company Officials and the rules of the Abbey Gymnastics C.I.C. at all times.

12. The Company will at all times uphold:

All British Gymnastics, G.N.I. and G.I. rules.

The Code of Ethics and Good Practice in Children's Sport in Northern Ireland.

British Gymnastics Child Protection Guidelines.

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## **DISCIPLINARY RULES AND PROCEDURE**

### **Objective**

While it is accepted that most members will observe acceptable standards of behaviour, it is considered, nevertheless, necessary to establish a procedure for dealing with those members who fail to comply with the Rules & Regulations laid down by the Company or whose continued membership is inconsistent with the interests of the Company. The objective of such a procedure is to identify who has authority to take disciplinary action and aims to ensure that members are protected against unjustifiable or inconsistent disciplinary action. It also identifies the type of conduct which would result in disciplinary action being taken, what that action would be and what further action would result if there is no improvement or a recurrence takes place.

### **General Principles**

1. The Company expects all members to abide by the terms and conditions of their membership and the Rules, Regulations and Standards established by the Company.
2. Prior to taking any form of disciplinary action, there will be a thorough investigation into any allegation of misconduct or conduct injurious to the interests of the Company.
3. In such cases of the type of conduct envisaged in paragraph 2, the Company recognizes that members have:
  - (a) the right to a fair hearing with the opportunity to state their case;
  - (b) the right to be accompanied by a friend, who must be either a close family member or a member of the Centre of their own choice, before any disciplinary action is taken.
4. The Company further acknowledges the right of members to appeal against what might appear to be an unjust or unfair penalty.
5. The Board of Directors is responsible for ensuring that the Disciplinary Rules and Procedure are applied fairly and consistently.

### **DISCIPLINARY COMMITTEE**

The Company Disciplinary Committee shall consist of a Director, Chair of the Committee and 1 additional representative from the Committee, all of whom shall be nominated and approved by a majority of those voting

at a meeting of the Board of Directors and shall remain in office for one year from the date of appointment unless removed by a majority of those voting at a meeting of the Board of Directors.

### **DISCIPLINARY HEARINGS**

Upon receiving a complaint from either a member of the public, a Company member or from any of the Committees, established within the Company the Disciplinary Committee shall, as soon as practicable meet to explore the accusation before any further procedure is taken. If, in the opinion of the Disciplinary Committee, the member ought to be suspended pending the outcome of any disciplinary action then that suspension will be notified immediately to the member who will neither be permitted to participate in any Company activities nor utilize any of the Company's facilities pending the outcome of the disciplinary action. The Disciplinary Committee will arrange for a meeting to inquire into the circumstances of the accusation or complaint no later than fourteen days after receipt of the complaint or accusation and the member against whom the accusation or complaint is made shall be invited to attend the disciplinary meeting in question having received notice in writing and full specification of the events and circumstances alleged against him/her.

The member complained of shall be offered the opportunity of representation either by a close family relative or a Company member or in the case of a member under the age of eighteen years a parent or guardian shall also be entitled to attend in addition to the representative. On the appointed date, time and place the Disciplinary Committee will meet. It may call the complainer and/or accuser and all witnesses for both sides in addition to the member complained of. The Committee will require to fully and thoroughly explore the circumstances and will do so in an even-handed fashion. It shall make its findings known to the complainer and to the member complained of and will report to the Board of Directors who in turn may wish to publish the findings of the proceedings to the membership at large. The Disciplinary Committee may dismiss the complaint, it may admonish the member and require him to undertake not to transgress in the future. It may ask the member to resign. It may find the member guilty of complaints to be true and of sufficient severity to warrant expulsion.

In the event that any adverse finding is made by the Disciplinary Committee against the member, he/she may within five days from the date of notification of the finding of that Committee appeal the decision to the full Board of Directors. The Board of Directors shall meet to determine the appeal in question and shall be entitled to request and receive all minutes and records from the Disciplinary Committee of the hearing and shall also be entitled to invite and hear evidence from any of the parties or witnesses concerned. The Board of Directors shall be obliged to meet and determine the appeal within 14 days of receipt from the Disciplinary Committee hearing and shall notify its findings to the member in question no later than five days after the date of the hearing.

### **COMPLAINTS PROCEDURE**

#### **OBJECTIVE**

In accordance with the recommendations of British Gymnastics, the Centre considers it necessary to establish a complaints procedure whereby members are afforded an opportunity to have a complaint properly investigated by a Complaints Committee to hear and determine any complaints that are within its jurisdiction.

#### **GENERAL PRINCIPLES**

The Complaints Committee shall deal with complaints against any member of committee whose acts or omissions have resulted in unfair treatment, hurt feelings and disadvantage to any member, without just cause and/or where such acts or omissions have failed to have regard for the rules, regulations, policies and procedures of the Company in force at any time. A complaint of misconduct or conduct injurious to the interests of the Company on the part of any member shall be referred to the Disciplinary Committee in accordance with the Company's Disciplinary Rules and Procedures. The Company may not, under this procedure deal with child abuse related matters, as these must be referred to statutory authorities.

## **COMPLAINTS COMMITTEE**

The Company Complaints Committee shall consist of a Director, Chair of the Committee and 1 additional representative from the Committee, all of whom shall be nominated and approved by a majority of those voting at a meeting of the Board of Directors and shall remain in office for one year from the date of appointment unless removed by a majority of those voting at a meeting of the Board of Directors.

## **PROCEDURE**

- (a) Every member of the Company may submit a complaint in writing to a Company Official or to the Board of Directors and upon receiving such a complaint the Complaints Committee shall, as soon as practicable, meet to explore the accusation before any further procedure is taken.
- (b) The respondent member or Committee shall be notified in writing by the Secretary of the Complaints Committee of the complaint and shall be given full details, including a copy of the written complaint, and any supporting documentation/witness statements. The respondent will be invited to reply in writing to the complaint and furnish to the Complaints Committee any supporting documentation or witness statements in the respondents answer to the complaint.
- (c) In the event that either parties wish the matter to go to an oral hearing then the Secretary of the Complaints Committee shall, within seven days of either party having requested an oral hearing, give no less than seven days notice of such hearing to the complainant and the respondent, specifying the time, date and venue. Both the complainant and respondent may be present for the full hearing. Neither will have the right to representation. Witnesses who are called by either side may only be present to give their evidence and be questioned by the Complaints Committee.
- (d) Within fourteen days of the conclusion of the hearing the complaints, the Complaints Committee must forward full details of the complaint to the Board of Directors, comprising the original complaint and supporting documentation, statements, any written response by the respondent, together with supporting documentation, statements, minutes of the oral hearing and Complaints Committee's determination on the complaint and recommendation for further action (if any). The Board of Directors will take the final decision as to whether or not to follow this recommendation. Both the complainant and the respondent will be informed of the decision of the Board of Directors within ten days of the Board of Directors' meeting.

## **APPEAL**

If either complainant or respondent wishes to appeal against the determination of the Board of Directors then the appellant must lodge an appeal in writing setting out the grounds of the appeal to the Complaints Committee of B.G.

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### **BRITISH GYMNASTICS**

The British Amateur Gymnastics Association was formally established in 1988 and became a limited company in 1982.

Having had a variety of locations during its life, it eventually settled in Lilleshall National Sports Centre in 1989. In 1996, as a result of a thorough review, it evolved into British Gymnastics for all operational purposes, however, the company name has remained unchanged. The new logo was created at the close of 1996 and the Association was re-launched under its new identity in 1997.

The Association is the only recognised Governing Body for the sport of gymnastics within the UK. Under the overall description of gymnastics lie the individual disciplines and activities of:

- Mens Artistic Gymnastics
- Womens Artistic Gymnastics
- Rhythmic Gymnastics
- Trampoline, Tumbling and Double Mini Trampoline Gymnastics
- Acrobatic Gymnastics
- Aerobic Gymnastics
- Gymnastics For All
- GMPD

The Association is a member of the World Governing Body for Gymnastics (FIG) and the European Governing Body for Gymnastics (EUG). The Association is also a member of the British Olympic Association (BOA) and the Central Council for Physical Recreation (CCPR) as well as being represented locally and nationally, on many other sporting bodies.

### **B.G./GYMNASTICS NORTHERN IRELAND**

B.G.N.I. is the lead body for gymnastics in Northern Ireland. The Organisation is taking a proactive and innovative approach to modernizing itself over the next two to three years. There will be many dynamic changes happening across the governing body and they will be reviewing their structure and implementing efficient governance procedures to ensure that the sport can run effectively throughout the country.

### **Overview of British Gymnastics Rules**

- 1) All clubs must affiliate to British Gymnastics based on the rules in operation at that time.
- 2) All members are bound by the rules of BG including;
  - i) the Code of Ethics and Good Practice in children's sport
  - ii) the Gymnasts' Code of Conduct
  - iii) the Officials' Code of Ethics

- iv) BG Technical and Anti-Doping regulations
  - v) All Child Welfare regulations
- 3) G.N.I. exists to run the affairs of Northern Ireland Gymnastics in accordance with an agreed National Plan and the specific needs of Northern Ireland Gymnastics. All governing and disciplinary authority is vested in British Gymnastics.
  - 4) All clubs are entitled to submit Resolutions and to send two Delegates to the G.N.I Annual General Meeting.
  - 5) All Clubs in Northern Ireland must register to both G.N.I. and British Gymnastics.
  - 6) All Clubs should have a copy of the *"Health, Safety and Welfare Policy (June 2005)"*, available to club members.
  - 7) All clubs must have two Children's Officers (CCOs), one of whom must be female
  - 8) All those working in clubs must be members of British Gymnastics both for compliance to BG Rules and for insurance purposes. British Gymnastics must insure all clubs as it has a responsibility for all members. Local insurance does not cover this.
  - 9) No gymnastics coach may work alone, another responsible person must always be present.
  - 10) All clubs must submit a list of all officials and members, including the qualifications and BG Membership numbers of all staff. All must complete an Officials Registration Form.
  - 11) Clubs must submit a Club Trip Report for all overnight trips.
  - 12) Club training times should be published and guidance given on collection times and safe practice in the event that the gym fails to open.
  - 13) Club Secretaries and Club Children's Officers must maintain Complaints Books.
  - 14) All Clubs must hold AGMs and consider reports from all senior club personnel.
  - 15) The Officials Code of Ethics is a sports specific addition to "the Code of Ethics and Good Practice in children's sport in Ireland" and must be issued to all members and signed by all club staff.
  - 16) All clubs must apply the Child Welfare Complaints Law. Clubs may not investigate complaints relating to child abuse.
  - 17) Clubs must have clear and simple complaints and discipline procedures and these must be issued to all members.
  - 18) All clubs must send representatives to Child Welfare Seminars, which will be run when training has been provided by the relevant agencies.

***Note that the measures indicated above are a summary and are not the entire series of regulations.***

***Please refer to the Policies Folder for complete details.***

## Officials Code of Ethics

For the purposes of clarification the term "official" is used in this document, to mean all adults with either supervisory, coaching or management responsibility for gymnasts. It also includes officials, who travel with representative teams.

1. The purpose of this document is to provide guidelines for the behaviour of adults who are responsible either in a club or representative team capacity or who accompany the team on representative trips.
2. This Code is part of the policy on Child Welfare. It is to be taken in conjunction with the "Code of Ethics and Good Practice in children's sport", which all Officials must have a copy of. Adherence to these guidelines is intended to protect gymnasts, officials and coaches.
3. Teaching and coaching are referred to generically as Coaching.
4. All officials must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, officials must treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion or political persuasion.
5. The official will be primarily concerned with the well being, health and future of the individual performer and only secondarily with the optimisation of performance.
6. A key element in teaching/coaching relationship is the development of independence. Gymnasts must be encouraged to accept age-appropriate responsibility for their own behaviour and performance in training, in competition and in their social life.
7. The relationship between coach and gymnast relies heavily on mutual trust and respect. In details this means that the gymnast should be made aware of the coach's qualifications and experience and must be given the opportunity to consent to or decline proposals for training and performance. The expectation of the outcome of coaching should be explored with the gymnast and/or employer.
8. Officials are required to attend Child Welfare Seminars as decided by Abbey Gymnastics.
9. You have a responsibility to declare to your performers and/or employer any other current coaching commitments. You should also find out if any prospective client is currently receiving guidance from another coach. If so, that coach should be contacted to discuss the situation. If you become aware of a conflict between their obligation to their gymnasts and their obligation to *British Gymnastics* or another organisation employing them, you must make explicit the nature of the conflict and the loyalties and responsibilities involved to all parties concerned.
10. You are privileged to work with gymnasts and are given a position of trust by parents and gymnasts and are expected to show the highest standards of behaviour whilst in the company of your charges. You must never exert undue influence over the gymnast for personal benefit or reward.
11. No gymnast should be given preferential treatment at the expense of other gymnasts. Whilst certain gymnasts may need specific coaching, this must be undertaken in an open environment where favouritism is not a factor.
12. All travelling teams must include at least a female official and consideration must also be given to the ratio of officials to gymnasts. With very young teams an official to gymnast ratio of 1:8 is recommended whilst 1:10 is recommended for all other teams. Club committees must satisfy themselves that arrangements for all trips ensure the safety of the team.
13. Where groups of gymnasts, from one or more clubs are travelling to a meet or a camp, the rules of British Gymnastics regarding suitable officials (who are members of BG who completed the Officials Code of Ethics) and the completion of a Trip Report shall apply.
14. Team Managers travelling with either a Regional or National team, have the authority through the application of fairly applied and relevant disciplinary measures, to ensure that the team members behave appropriately. All breaches of the Code of Conduct must be included in the Team Managers Report.
15. You should never be alone with a gymnast, either at or away from the gym.
16. Besides necessary manipulation of limbs in teaching posture or gym technique, physical contact is not appropriate. If such contact is necessary, the reason for it must be explained to the pupil and their consent obtained before proceeding. A suitably qualified medical or science person must carry out testing or para-medical activities, which involve contact. Any doubts of a medical nature should be passed on to a suitably qualified medical person.
17. Meet performance can lead to emotional behaviour, such behaviour is only acceptable in public during the Meet and care should be taken to minimise contact.

18. Whilst gymnasts are present, consumption of alcohol should be avoided. As persons responsible for the well being of young people, it is inappropriate to smoke in their presence or behave in any fashion inconsistent with your position of responsibility.
19. Physical relationships with gymnasts under 18 years of age are illegal and such relations with gymnasts over 18 years, are inappropriate when the gymnast is in your charge.
20. If an official encounters suspected child abuse, they should, immediately contact their Club Children's Officer. Discretion and confidentiality is expected whilst these persons follow procedure. Please refer to Child Welfare Complaints Law for further details on how to proceed.
21. It is important to remember that when one is reporting suspected Child Abuse in good faith, it is not the same as making an accusation of abuse, i.e. reporting does not mean accusing. However a member knowingly making or repeating, false allegations against a fellow member may be liable to disciplinary action.

### **Gymnasts' Code of Conduct**

*This Code is to be signed by Team Members (or if under 18, by the parents) who are; selected for the Team, to represent Abbey Gymnastics CIC or for National Squad Membership and returned to Abbey Gymnastics CIC.*

1. Everyone who enters Abbey Gymnastics CIC should respect the Company, Equipment and other users
2. Gymnasts participate for enjoyment and to improve performance, not just to please their parents or coach
3. Gymnasts must accept the decisions made by coaches and officials of Abbey Gymnastics CIC
4. Gymnasts will control their temper at all times
5. Members should treat all others as they themselves would like to be treated. They will not bully or take unfair advantage of others.
6. All participants should dress appropriately. Only Team Kit should be worn at Competitions, National Squad Sessions, Demonstrations and activities where you are representing Abbey Gymnastics CIC. No denim, football kits or jewellery should be worn at any sessions and long hair should be tied back.
7. As a representative of your Club, you are expected to dress and behave in a fitting manner.
8. Socially improper language is not acceptable, in the company of your team-mates or in public.
9. All members are required to wear the kit and equipment issued by the current sponsor, whilst competing for or representing Abbey Gymnastics CIC. This applies from the start of a representative trip until the team disperses. No logos or advertising may be added to gear without prior written agreement.
10. Gymnasts may not obtain sponsorship without the written permission of *Abbey Gymnastics CIC*.
11. Team members must attend **all** meetings and other functions as directed by the Team Officials.
12. Punctuality is required on all occasions.
13. Gymnasts are required to ensure that the Team Manager is fully informed of approved medications required. If a medical doctor has approved the medication then a written statement from them as to its content and dosage is required to be presented to the Team Manager. Under British Gymnastics Law, YOU are responsible for ensuring that you do not breach British Gymnastics drug laws and you may be required to submit to a British Gymnastics drug test.
14. Gymnasts are required to co-operate with the Media so long as such co-operation does not interfere with their preparation or the instructions of the Meet Organiser. The Team Manager will approve all interviews and be present or represented, where and when appropriate. In such interviews, gymnasts are required to present a positive image of *Abbey Gymnastics CIC* and the team and to wear the kit issued by the current sponsor. Team Members are not permitted to publicly criticise the administrative or technical affairs of Abbey Gymnastics. Such concerns should be put directly to *Abbey Gymnastics CIC*.
15. Negative comment or criticism of the Team should be reserved for Team meetings. It is important that there is mutual respect and unity amongst team members. Gymnasts with a grievance should communicate it to the Team Manager. If they are still dissatisfied, they have the right to discuss the matter with the *Abbey Gymnastics CIC* Board.
16. Team members are required to sit with the Team and to communicate with the Team Coach shortly before and shortly after their piece of apparatus. Any necessary departure from the Team or its daily plan should be discussed with the Team Manager.

17. The Team Manager has the authority to deal with all disciplinary matters and the duty to impose penalties. These may include withdrawal from further competition or sending home of gymnasts. Serious breaches of this Code will be reported to the Management Committee, who may take further action.
- 

I have read the Code of Conduct and agree to its terms;

Signed: \_\_\_\_\_ (gymnast)          Dated: \_\_\_\_\_

*If the gymnast is under 18 years of age, a parent or guardian is required to sign below.*

I agree that my son/daughter/ward sign the above and I accept that the terms of the Code of Conduct will apply to them whilst members of the Abbey Gymnastics Team:

Signed: \_\_\_\_\_ (parent/guardian)          Dated: \_\_\_\_\_

**You are advised to maintain a copy of this document for reference.**

## STRUCTURE OF ABBEY GYMNASTICS C.I.C.

The structure provides a number of progressively graded coaching and training groups catering for each gymnast's individual needs and long term development. Each group is designed to benefit gymnasts who are grouped together by age, ability, competitive experience and training commitment. The duration and intensity of the training sessions are geared to levels of development and maturation. There are restrictions to class numbers, therefore moving a gymnast into a new class may not always be feasible depending on whether places exist to facilitate the move.

Classes are run within a permanent facility and are as follows :

Jumpin Jax (Nursery age 3 & 4)	Wednesday	3.00pm – 3.55pm
	Thursday	3.30pm - 4.25pm
	Saturday	9.00am - 9.55am
Bright Sparks (Primary 1 & 2)	Monday	4.30pm – 5.30pm
		5.30pm – 6.30pm
	Wednesday	4.00pm – 5.00pm
		5.00pm – 6.00pm
	Thursday	4.30pm – 5.30pm
	Friday	4.00pm – 5.00pm
	Saturday	10.00am – 11.00am
		11.00am – 12.00pm
Junior Recreation (Primary 3 – 10 yrs)	Monday	6.30pm – 7.30pm
	Tuesday	6.00pm – 7.00pm
		7.00pm – 8.00pm
	Wednesday	6.00pm – 7.00pm
	Thursday	5.30pm – 6.30pm
		6.30pm – 7.30pm
	Friday	5.00pm – 6.00pm
	Saturday	6.00pm – 7.00pm
		12.00 – 1.00pm
Boys Only Recreation P3+	Monday	7.30pm – 8.30pm
Senior Recreation P7+	Thursday	7.30 – 9.00pm
Adult Class/FreeStyle	Tuesday	8.00pm – 10.00pm
Trampolineing	Tuesday	4.00pm – 5.00pm
		5.00pm – 6.00pm
	Friday	4.30pm – 5.30pm
		5.30pm – 6.30pm

### ALL SQUADS AND ADVANCED PROGRAMMES ARE BY SELECTION ONLY

Advanced Apparatus	Monday	7.00 – 9.00pm
Team Gym	Friday	6.30pm- 8.30pm
Gym Fusion Team	Wednesday	6.30pm – 8.30pm

WAG Squad	Monday	4.30pm – 8.30pm
	Tuesday	4.30pm - 8.30pm
	Thursday	4.30pm – 8.00pm
	Friday	4.30pm – 7.30pm
	Saturday	7.30am – 11.30am
WAG Development Squad	Tuesday	4.30 – 6.30pm
	Thursday	4.30– 6.30pm
	Saturday	10.30am – 1pm
MAG Squad	Monday	5.30-8.30pm
	Tuesday	5.30 – 8.00pm
	Thursday	5.30 – 8.30pm
	Saturday	2.00 – 6.00 pm
MAG Development Squad	Tuesday	5.30pm – 7.30pm
	Thursday	5.30pm – 7.30pm
	Saturday	2.00pm – 4.00pm

### SUMMARY OF IMPORTANT INFORMATION

Abbey Gymnastics C.I.C. provides the opportunity for children to learn gymnastics and to participate in the sport from local and regional to international and world levels.

Our objective is to provide the opportunity for every child to achieve success and attain his or her potential as a gymnast and as a person.

Success can be measured in many ways. Not everyone can win gold medals, but everyone can achieve the satisfying feeling of success in the form of:

- Striving to improve your performance – personal bests are more important than winning. We put great emphasis on the process rather than the outcome of a performance.
- Doing your best - regular attendance and hard work contribute to this.
- Representing your club in competitions at a local, regional, national and international level.
- Being a good club member, enjoying the feeling of belonging to a strong and successful club and knowing that each of you has contributed to that success.

Some of the obvious benefits to be gained from participation in our programme are:

- Physical fitness and a sense of well being
- Personal confidence, that develops as you experience success
- A sense of self-discipline
- Social benefits from meeting with other people from different clubs
- The ability to accept and deal with success and disappointment
- The enjoyment gained from joining with other gymnasts in your training sessions and competitions.

Abbey Gymnastics C.I.C. believes in putting the gymnasts first and therefore applies Long Term Athlete Development principles to the Coaching Programme.

***“True motivation must come from within you. Whether or not you become a champion depends in part upon your ability, but equally important, upon your attitude to the opportunities that you have. In the end, you are responsible for your own level of performance.”***

## **GYMNASTICS SKILLS PROGRAMME**

The gymnastics classes offer the opportunity to experience the skills and art of gymnastics under the guidance of a fully qualified teacher, in a safe and friendly environment. All levels of ability are catered for and no matter what age you are, the gymnastics programme will have something to offer you. Within each class, each gymnast will progress through the skills at their own pace based on their ability to perform the skills competently and also on their confidence levels. The decision ultimately lies with the teacher on progression, based on this information, to ensure maximum safety and enjoyment for each gymnast.

### **Abbey Gymnastics C.I.C. Classes**

#### **Jumpin Jax**

- \* Fundamental movements related to gymnastics
- \* Progressive movements on Floor, Beam, Bars and Vault
- \* Educational and themed elements to all programmes
- \* Age appropriate development and progression for ages 3-4yrs
- \* Rewards given throughout the year, designed by British Gymnastics through Fundamentals and pre-school programmes

#### **Bright Sparks/Recreation**

- \* Progressive gymnastics skills on Floor, Beam, Bars and Vault.
- \* These classes are for fun and fitness.
- \* Gymnasts will learn age appropriate skill progression.
- \* These classes involve working towards the British Gymnastics Proficiency Award Schemes.
- \* Gymnasts may be selected from these classes to train in Advanced Recreation or Squad Sessions.

#### **Trampolining**

- \* A new programme at Abbey developing from basic skill level to competitive performances
- \* Open to any member from age 5
- \* Gymnasts will also work towards the British Gymnastics Trampoline Award Scheme

#### **Advanced Recreation**

- \* Advanced skills on Floor, Bars, Beam and Vault.
- \* This class offers an extended programme and gives gymnasts the opportunity to compete at a local level.
- \* Further progression through the British Gymnastics Award Scheme on specific pieces of apparatus

#### **Gym Fusion**

- \* A National Festivals programme
- \* A show style non-competitive discipline focused on fun and friendship
- \* A programme demonstrating Team work and expression through various forms of dance, themes and gymnastics skills.
- \* Working mainly on the floor progressing through dance, tumbling and acrobatics exploring a diverse range of physical activities within the sport.

#### **Team Gym**

- \* A Team Competitive programme focusing on Floor, Trampoline and Tumbling Track
- \* A natural extension from Artistic Gymnastics (MAG & WAG Squad)
- \* Male and Female gymnasts can be selected from recreational programmes to join the "Team" either male, female or mixed teams
- \* Each Team consists of 6-12 gymnasts
- \* Floor: a group routine with music demonstrating a variety of acrobatic skills, leaps and turns, sequences and formations.
- \* Trampoline: A variety of somersaults and twists consecutively and close to one another. Part of this is done using a vaulting table. This is also performed to music. Gymnasts perform 3 rounds

- \* Tumble Track: A series performed on a 14m Tumble track consecutively with good streaming. Dynamic and entertaining performances also performed to music.

### Squad Training

- Gymnasts will be selected from recreation classes who show exceptional commitment, determination and talent to become a member of one of our squads.
- Gymnasts will initially train between 4-20 hrs per week depending on age and level of ability
- If attendance and competition commitment are below a reasonable level to allow for improved performance, it may result in a forfeit of your squad place and/or club membership.
- Promotion will be at the discretion of the Head Coach.

### **Training Conduct**

In order to get the most out of your training sessions, gymnasts should note the following club rules:

1. Regular attendance is absolutely vital if you wish to make progress. In your squad you are expected to attend all of the sessions. Please inform your coach if you have to miss a session.
2. For additional training squads that are frequently organised, attendance and commitment are key factors in the decision making process for squad selection. The final decision is made by the Head coach.
3. Be sure to arrive early at your sessions so that you are ready to start on time. A positive attitude to training is important and it begins with your determination to start on time and to use every second available to you for training.
4. Plan to stay right to the end of the session. The last set of work is often the most important, and conditioning yourself to work hard, even when you are tired is essential to be a top class gymnast.
5. During the training session listen carefully to what your coach has to say and try to concentrate on the work set. You will only gain value from the sessions if you put effort and concentration in to them.
6. **Respect the facility and equipment.** Ensure all equipment is put back in storage at the end of each session. Promptly leave the gym at the end of the session.
7. **Respect your physical self.** All your efforts should go into building up your abilities. Fuel your body with nutritious food, rest your body with plenty of sleep, protect your body by being safe in the gym, listen to your body when it tells you not to continue, and celebrate your body by making it strong, flexible and powerful enough to do the wonderful things expected of it in this sport.
8. **Respect your non-physical self.** Gymnastics is the most demanding and difficult of all sports. You will suffer setbacks, frustration, fear, and defeat. Expect these things, learn from them, face them, and overcome them. Set high goals and achieve them step by step. Maintain a positive attitude when facing your fears and frustrations because it is **your attitude** which will help you to defeat them.
9. **Respect your teammates.** They have their own goals and dreams, but they are also here to help and support you. Cheer for them when they attempt new skills, make skills that are difficult for them, or when they are competing. Accept compliments with a simple "thank you".

Our aim is to provide everyone with opportunities to develop his or her full potential in every way. Enjoy your sport and your training, but always remember that true enjoyment comes from the satisfaction of knowing that you have done your best, "Be the best you can be."

If you have any problems regarding your training, then please talk to your coach. His/Her satisfaction comes from seeing you do well. Improving yourself requires a lot of effort, dedication and hard work over a long period of time. Be patient and do not expect too much too soon.

### **Competition conduct (Local level)**

When you are representing your club, it is important to remember that your behaviour reflects on us all. In order to get the most out of your routines, gymnasts should note the following:

1. Gymnasts must enter the gymnastics competition appropriate to their level. Try to enter as many events as possible as specialisation on one piece of apparatus will result in no overall placing.
2. All gymnasts must be with the team at the side of the competition floor prior to the warm up and must remain with the team until given permission to leave by the coach or team manager. For team competitions, all team members must remain together until the last event has been completed.

3. Gymnasts must wear the club uniform specified for that competition.
4. Please see your coach immediately after each routine for feedback and preparation for your next routine.
5. Gymnasts must wear the club leotard for presentations.
6. No food should be eaten during gymnastics meets.

### **Team Selections**

Your child's selection and placement in our team program is based upon your child's potential to learn gymnastics at a faster pace than the majority of peer participants. Faster learning is predicated by strength, flexibility, cardiovascular fitness, and psychological readiness. Included in these coaching decisions are: courage, commitment, desire, coach ability and integrity.

In order to understand and appreciate what goes into the development of a competitive gymnast, one must understand exactly what it is that we are trying to achieve during training; 1) strength, 2) flexibility 3) skills, 4) mental aspects.

Strength development at the beginning level centres on building a base on which to build as the gymnast advances. While it may appear that the gymnasts simply repeat these basic exercises over and over again through the course of the year, in fact there are subtle and at the same time not-so-subtle variations in the performance of these exercises. Strength development at the more advanced levels is more complex and specialised. We utilise a 5 phase conditioning system:

1. Build up general conditioning (similar to that described above) which prepares the body for maximum strength development later in the cycle.
2. Max strength-intense conditioning designed to increase the strength and power of the athlete.
3. Rest and adaptation- rest period to give the muscles time to rebuild and rest.
4. Conversion-conditioning specific to sport of gymnastics.
5. Maintenance-competition season when the performance is the priority and conditioning is minimized.

Flexibility development is also critical to the long term success of the gymnast. Superior flexibility adds to the aesthetic appeal of the performance, allows the athlete to master skills more easily, and plays a role in reducing the frequency and seriousness of injuries. Every training session at Abbey Gymnastics will begin with a warm-up. This warm-up serves to raise the core body temperature so that the body is ready for action (hence the name warm-up) and the warm-up contains some light stretching drills to reduce the likelihood of injury. The warm-up is not intended to be a time to improve flexibility. Once the muscles are warm and tired then they can be stretched and flexibility can be improved. This generally occurs at the end of practice.

Skill Development – Skill development falls into 2 distinct but related categories: basics and new skills. Basics or core skills are like the ABC's of gymnastics. The gymnast uses these ABC's to compose their gymnastics sequences and routines. If any of these basic blocks is missing or defective, the entire performance is weakened. These core skills, the building blocks of the sport must be continually refined in order to permit the gymnast and her coaches to continually improve their performances.

The better the core skills the better the performance.  
That is why we continually review and drill the basics at every level.

### **Competition Entries**

Obtain entry forms from your Head Coach. Return your completed entry form and fee to the Head Coach or Secretary before the club closing date. All entry forms should be completed fully, entries will not be accepted without British Gymnastics or Gymnastics Ireland membership numbers and correct dates of birth. Please be careful when completing forms.



# Policies

# **CHILD PROTECTION POLICY**

We in Abbey Gymnastics are committed to good practice, which protects children from harm. Staff and volunteers accept and recognize their responsibility to provide an environment that promotes the safety of the gymnasts at all times. In order to safeguard the children in our care, we will endeavour to:

- Develop an awareness of the issues which may lead to children being harmed.
- Create an open environment by identifying “Contact People” to whom children can turn if they need to talk.
- Adopt child centred and democratic coaching styles.
- Adopt **Child Protection Guidelines** through **Codes of Conduct** for gymnasts and all officials working for the Centre. (For the purposes of clarification, the term “official” means all adults with either a supervisory, coaching or management responsibility for gymnasts.)
- Ensure careful recruitment, selection and management procedures.
- Ensure that complaints and disciplinary procedures are included in our Constitution.
- Share information about concerns with gymnasts, parents and others who need to know.
- Provide information as required by Centre Committees.
- Provide effective management for staff and volunteers through supervision, support and training made available through the various agencies, and strengthen links with these agencies.
- Keep the Child Protection Policy under regular review.

## **ANTI BULLYING POLICY**

### **AIMS**

The aim of Abbey Gymnastics anti bullying policy is to clarify for our members –gymnasts and coaches, that bullying is always unacceptable. We wish to encourage an environment where independence is celebrated and individuals can flourish without fear. Every gymnast and coach has the right to be safe and happy at Abbey and to be protected when he/she is feeling uncomfortable.

### **DEFINITION OF BULLYING**

Bullying is repeated behaviour which makes children, young people and others feel uncomfortable or threatened whether this is intended or not.

There are different sorts of bullying, but the three main types are:

1. Physical hitting, kicking, taking or hiding belongings including money
2. Verbal name calling. Teasing, insulting, writing/texting unkind notes
3. Emotional – being unfriendly, excluding, tormenting, spreading rumours, looks

It is not always possible to tell if someone is hurt or upset because people react in different ways and sometimes adults eg coaches are unaware of the effect their behaviour has on others. An over zealous coach or one who resorts to aggressive physical or verbal behaviour; tormenting, humiliating, or ignoring a person may be accused of bullying.

### **POSSIBLE SIGNS OF BULLYING**

Gymnasts who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness or clinging to parents and/or coaches. They may show changes in their work patterns, may lack concentration or may even start to show poor attendance.

### **COACHES – WHAT TO DO**

#### Support the Victim of Bullying

If you think that bullying is happening within your training group or within another group at the Centre, or a gymnast tells you that they are, please talk to them and ask them what has been happening.

Either ask the gymnast to write down what has happened or write it down yourself, as accurate records need to be kept of what has happened along with the names of those involved. Please reassure the gymnast that you will help them and we can be trusted. You will need to tell the gymnast that you will have to pass the statement onto someone else, and explain who they are. It should either be the Head Coach, Alison McMullan, or the Child Welfare Officers – Anthony Monaghan or Suzanne McConkey ..

#### Confronting the Bully(ies)

The bully(ies) needs to be aware of the consequences of their actions and an apology should be sought from the bully to the victim.

The parents of the victim and of the bully should be informed and sanctions imposed if necessary.

Again all incidents and actions taken, must be reported and support should be provided for the victim and their coach(es) by the Head Coach and/or Child Welfare Officer.

The Head Coach and Child Welfare Officer should also work with the bully to encourage them to change their behaviour.

## **POLICY ON ATTENDANCE**

Gymnasts are expected to attend at least 75% of the sessions available to their class. Elite group gymnasts must maintain 90% attendance at training. These requirements are in place to promote progression within the sport for the gymnast, with the further opportunity for excellence.

Gymnasts must attend punctually and complete each session in order to achieve an attendance mark. Gymnasts should inform their squad coach if they have to miss a session.

## **POLICY ON TIME KEEPING**

Gymnasts should arrive in the gym at least 5 minutes before the start of each session.

If a gymnast arrives 10 minutes after the start time their parents will be contacted to discuss the reasons for the lateness. If a gymnast arrives more than 10 minutes late at a subsequent session they will not be allowed to take part in the session. This is because, not only is the warm-up vital to prepares the child both physically and mentally for the session, but also late gymnasts disrupt the session for others.

Persistent lateness will be dealt with in the same manner.

To accommodate attendance standards, those gymnasts with difficulties in attending at specific times may be accommodated in alternative sessions. This will be at the discretion of the squad coach and will be dependent on the availability of space at alternate sessions.

## **POLICY ON PROMOTION AND SELECTION OF GYMNASTS**

Gymnasts will be promoted as and when the coach feels the gymnast is ready to proceed to the next level, provided a place is available within the next level.

Gymnasts from all squads will usually be promoted and selected on the basis of achieving qualifying standards, age, and attendance at training and attendance at competitions. The Head Coach will maintain a record of these parameters.

Achievement of the qualifying criteria as outlined in the club handbook will be required for promotion within competitive squads. Standards for squads will be updated on 31 July of each year.

Attendance at training of above 90% for the term is required for promotion within the competitive squads and for selection for training and competitive trips.

Attendance at all Club representative events, Club development events and relevant British Gymnastics events, as deemed appropriate by the Head Coach, is expected for promotion within competitive squads and for selection for training and competitive trips.

Team selection will normally be based on the club ranking lists, current training and competition performances and attendance. The team list will usually be posted two weeks before the competition. All gymnasts selected to represent the club are expected to honour their place.

## **POLICY ON COMPETITION RESULTS AND SQUAD PERSONAL SCORES**

After every event the results in the form of a table will be e-mailed to the nominated press officer within 72 hours of the completion of the event.

The nominated press officer will write and submit a report to various newspapers depending on the event within 7 days, but typically the Newtownabbey Times, the Belfast Community Telegraph, Shankill Mirror and North Belfast News.

The results tables will appear on the notice board for 2 months as current results.

## **POLICY ON USE OF PHOTOGRAPHIC OR VIDEO EQUIPMENT**

Photographs or videos are not permitted to be taken using any media device, e.g. phones or cameras, at any time without prior consent from the Head Coach, the individual and from the parents, if the individual is under 18 years of age. This consent must be obtained in written form with signatures and dates stating also what the photo/video will be used for. At any point, if requested, you must be able to show the images to confirm what images have actually been taken, and if necessary you may be asked to delete the images if they are not deemed appropriate by a child protection officer or the head coach.

At every training session, competition or event, if images are permitted to be taken, there will be a register which you must sign into if you wish to take any photographs or videos. Otherwise you will not be permitted to use any equipment. Furthermore flash photography is not permitted at any time whilst a gymnast is actually performing a routine as the flash may negatively affect the gymnasts performance and hence their safety.

## **POLICY ON USE OF PHYSICAL CONTACT**

Further to the advice of the NSPCC, we are required to inform parents and gymnasts that there are aspects of our teaching that require 'hands on technique'. This type of physical contact between teachers and gymnasts will only be used:

1. Where it is essential to support the gymnast during the stages of learning a skill for safety reasons;
2. To develop the skill and technique (e.g. placing the gymnast in the correct position/posture);
3. To prevent injury (e.g. during the process of a gymnastics skill, the teacher considers them to be close to the apparatus);
4. To treat an injury (however only to be carried out by persons qualified to do so).

## **POLICY ON TRAVEL ARRANGEMENTS**

With regards to child and adult protection, if transport is provided by any officials or members of the club to another club member under the age of 18 years, written consent must be obtained from the parents stating that permission has been given for the individual(s) to travel with the designated driver for that specific trip. Failure to provide this consent will prevent that individual from travelling with the designated driver.

Additionally, the Club will not allow the designated driver to be placed in a position of only providing transport to one individual under the age of 18 years as this is against child and adult protection policies.

## **EQUITY POLICY**

Abbey Gymnastics Centre is committed to exemplary standards of conduct through the principles of equity and good moral and ethical frameworks.

The Centre will encourage individuals from all communities to become involved at all levels of participation, coaching, officiating and management.

The Centre will ensure that all members and staff adhere to the following equity principles.

1. All persons must respect the rights, dignity and worth of every human being.
2. All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability.
3. Equity must permeate throughout strategic and development plans.
4. An equal professional service will be provided for all participants and discrimination through race, gender or disability will not be tolerated.
5. Sexual and racial harassment and discrimination will be prohibited.

## **ABBAY GYMNASTICS C.I.C. STAFF:**

### **Director:**

Alison McMullan      07899 783 990  
                                 02890 234244

Email: [info@abbeygymnastics.com](mailto:info@abbeygymnastics.com)

### **Director:**

Aaron McCrea      02890 234244

Email: [aaron@abbeygymnastics.com](mailto:aaron@abbeygymnastics.com)

### **Director:**

James Shannon      02890 234244

Email: [info@abbeygymnastics.com](mailto:info@abbeygymnastics.com)

### **Admin Support:**

John-Rhys McClean  
Darcy McClean

### **Head Coach:**

Alison McMullan

### **Senior Coaches:**

Valerie Ogilby  
Darcy McClean

### **Club Coaches:**

Colleen McHardy  
Shalana Adrain

### **Coaches:**

Amy McClenaghan  
Suzanne McConkey  
Anthony Monaghan  
Sheena Maguire  
Katherine McDowell

### **Assistant Coaches:**

Anthony Thompson  
Ashleigh Wright  
Rachel Beggs  
Patricia Cowan  
Nichola Cass

### **Proficiency Coaches:**

Chloe Edgar  
Chelsea McClurg  
Amy McBride  
Yvonne Parker

### **Trainee Coaches:**

Sophie McCoo  
Emma Howard  
Ben McCune  
Erin McClean

### **Leadership Academy Volunteers:**

Rachel Beggs – Captain  
Hannah Morrison – Secretary

Chloe Edgar – Vice Captain  
Sophie McCoo – Treasurer

Amy McBride	Alex McMullan
Chelsea McClurg	Amy Parker
Emma Bainbridge	Nicole Edgar
Ione Jennet	Alisha Gregg
Lauren Irwin	Aaron Nutt
Odhran Creaney	Katie Wright
Nichola Taylor	Victoria Scott

## **ABBEY GYMNASTICS CENTRE JUDGES:**

### **Club Judge:**

Katherine McDowell (WAG)  
Shalana Adrain (WAG & TRA)

### **Regional Judge:**

Alison McMullan (WAG)  
Darcy McClean (WAG)  
Colleen McHardy (WAG)  
Amy McClenaghan (MAG)

### **National Judge:**

Anthony Monaghan (MAG)

## **DESIGNATED WELFARE OFFICERS:**

Anthony Monaghan

Email: [welfare@abbeygymnastics.com](mailto:welfare@abbeygymnastics.com)

Suzanne McConkey

Email: [welfare@abbeygymnastics.com](mailto:welfare@abbeygymnastics.com)

## **HEALTH & SAFETY OFFICER:**

Valerie Ogilby

## **HEALTH & SAFETY SUPPORT OFFICER:**

Darcy McClean

## **CLUB, COACH & DEVELOPMENT CO-ORDINATOR:**

Alison McMullan

## **CLUB OFFICERS AND COMMITTEE MEMBERS 2012/13:**

Contact: [committee@abbeygymnastics.com](mailto:committee@abbeygymnastics.com)

### **Chairperson**

Kelly McCoo

### **Treasurer**

Kirstin Beggs

### **Secretary**

Michele Cowan

### **Members**

Jill Graham

Lesley Hance

Gail Morrison

Suzanne McConkey

Yvonne Parker

Leanne McIlwaine

## **ABBEY GYMNASTICS CENTRE**

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## **BRITISH GYMNASTICS**

Ford Hall

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Newport

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TF10 9NB

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[www.british-gymnastics.org](http://www.british-gymnastics.org)

**GYMNASTICS NORTHERN IRELAND**

***Gymnastics Northern Ireland***

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Newtownabbey

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