

PSG CLUB RULES

Revised June 2022

* PSG Club Rules / Codes of Conduct may be updated periodically, please ensure you check your Love Admin Account for updates

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- The Gymnastics Club shall be known as PORTSMOUTH SCHOOL OF GYMNASTICS (PSG)
 - PSG shall be affiliated to British Gymnastics (BG)
 - PSG shall be affiliated to South Region Gymnastics
 - PSG has adopted and complies with the following listed policies

<https://www.british-gymnastics.org>

- BG Membership Rules
 - BG Health, Safety & Welfare Policy
 - BG Equality Policy
 - BG Safeguarding & Protecting Children Policy
 - BG Safeguarding Vulnerable Adults Policy
 - BG Use of Criminal Records Check Policy
 - BG Anti-Doping Policy
 - BG Social Media Policy
- The club shall always provide appropriate BG qualified coaches, and first aider for each session. All PSG coaches will be DBS checked, and hold appropriate Safeguarding qualifications
 - In line with GDPR compliance all + sessions and one-off bookings gymnast's data/paperwork shall be held securely online, using the Bookwhen Management platform
 - In line with GDPR compliance all FunGym, TeamGym, GymLaunch, AdultGym, GymAbility, HomeEd and FreeGym members data/paperwork shall be held securely online, using the Love Admin Management platform
 - As part of the PSG membership process, and so members can access and update their information, each FunGym, TeamGym, GymLaunch, AdultGym, GymAbility, HomeEd and FreeGym member shall be set up with an online Love Admin account on joining the club
 - It is the responsibility of the parent/guardian to keep the members information we hold on the Love Admin system up to date
 - All PSG TeamGym, FunGym, GymLaunch, AdultGym, GymAbility, and FreeGym members must be individually affiliated to PSG. This membership process shall be completed each year, via their Love Admin online account
 - All parents/guardians when completing the PSG membership process should make themselves aware of, adhere to and agree the Participation Agreement Consent, Club Rules, Policy Documents, Privacy Notice and Use of Personal Imagery paperwork held on their Love Admin account
 - The PSG Membership year runs from 1st April to 31st March each year. The annual amount is set each year, but reduces during the year, according to the date your child joins
 - The PSG membership Fee is **mandatory** and helps pay for the running costs of the club, such as supporting coaches with their education, general administration, replacing equipment and general maintenance.
 - The PSG membership fee will be requested during March each year via members LoveAdmin accounts
 - For new members joining after the March request, a reduced PSG membership fee will be requested during October each year via members LoveAdmin accounts
- All PSG TeamGym, FunGym, and FreeGym members must ALSO be individually

affiliated to British Gymnastics. This process must be completed each year, via individual members British Gymnastics online accounts

- The BG Membership year runs from 1st October in one year to 30th September in the next
- *New PSG TeamGym, FunGym and FreeGym members must complete the BG affiliation process within one month of joining the club <https://www.british-gymnastics.org/memberships>
- The BG Membership Fee is **mandatory and along with other benefits provides the vital insurance cover designed to protect our gymnasts taking part in the sport**
- Any member whose BG or PSG Membership Fees are not paid on time, may have club membership suspended
- AdultGym, GymLaunch, FunGym+, FreeGym+, GymAbility and Camps shall be covered by BG Block Insurance Registration Scheme (BRS)
- The PSG Membership fee contributes to the BRS
- All FunGym, TeamGym, AdultGym, GymAbility and FreeGym Classes run all year round. Only closing for official bank holidays, and two additional PSG days – Christmas Eve and New Years Eve
- ALL FunGym, TeamGym, AdultGym and FreeGym Class fees are paid monthly in advance at £6.25 per hour via the Love Admin Management system
- Fee will vary month to month depending on the number of classes each month
- GymAbility Class fees are paid monthly in advance at a subsidised rate of £5.25 per hour via the Love Admin Management system
- All monthly class fees will leave the members accounts between the 1st-4th each month
- TeamGym monthly fees are calculated on a 48-week year, allowing for bank holidays and occasional cancellations. Fees are based on an hourly rate, annualised then divided by 12. The fee will remain the same each month
- GymLaunch and HomeEd classes will run term time only
- ALL GymLaunch Class fees are paid termly in advance via the Love Admin Management system at £5.25 per class via the Love Admin Management system
- GymLaunch terms run in 6-week terms
- There will be 6 colour themed term time GymLaunch courses each year
- ALL PSG fees are payable whether the gymnasts attend sessions or not. However, PSG will always try to offer replacement sessions due to holidays/illness but cannot guarantee this option. All replacement sessions must be agreed with the Club Manager (Bev Such)
- Your fee will be renewed monthly/termly at PSGs discretion until such time that an official written cancellation is received from you
- Cancellation of PSG membership requires one-month notice
- Refunds will only be issued at the discretion of the club
- The club reserves the right to refuse membership to any member / applicant
- The club will not be responsible for the loss or damage to any personal belongings brought in at the owners' own risk
- No outdoor shoes allowed in the gym area
- No food and drink allowed in the gym area
- In matters of teaching gymnastics, the coach's word is final
- It is the coach's decision as to how they arrange their groups for safety reasons, numbers and the smooth running of their sessions
- Selection to TeamGym squads will be made at the discretion of head / team coaches
- Selection to Development TeamGym squads will be at organised Talent ID days
- TeamGym squads are under constant review, with places in the team dependant on maintaining a certain skill, ability, attendance and attitude level
- Development TeamGym squads will be required to participate in on going showcase assessments / testing
- Maintaining places in the Development TeamGym squads will be dependent on maintaining a certain skill, ability, attendance and attitude level at the showcase assessments

Right of Admission is reserved. PSG reserve the right to refuse entry to anyone who's behaviour or appearance is deemed to be unsuitable and to **cancel/withdraw (with appropriate refund if applicable) any membership which management feels is of detrimental value to PSG**

PSG reserves the right to make reasonable alterations to the facility and classes provided on reasonable notice to you. The gym shall not be liable for any inconvenience caused by such alterations

Breaking the code of conduct will result in the following:

PSG operates a strict three strikes policy:

- Anyone failing to meet behaviour standards will receive a verbal warning, and an apology may be deemed necessary. PSG will inform the parents
- If the behaviour continues a written warning will be issued to the gymnast and their parents and disciplinary action imposed if necessary
- If the written warning has no effect the gymnast will be suspended or expelled from the Club at the discretion of the Club Manager.
- However, the club reserves the right to suspend or dismiss any member for inappropriate behaviour, or any action that may bring the club into disrepute. This also applies to member's parents/guardians. This action may be taken without prior warning verbal or written, if the club deems it necessary.
- Coaches and management reserve the right to use these at their discretion.
- If a gymnast has broken the code of conduct through physical violence, they will automatically be put on strike 3

The club has a British Gymnastics qualified Welfare Officer

Lesley Brown 07886443151

Any problems or concerns regarding welfare aspects of the club and its members will involve the Welfare Officer.

All information pertaining to gymnast's welfare is kept securely and confidential, and only shared when necessary with staff / authorised organisations, ensuring GDPR compliance

HEALTH, SAFETY & WELFARE

PSG, Coaches, volunteers and employees have a firm commitment to providing a safe environment for all gymnasts by:

- Following all guidelines and policies as laid down by British Gymnastics and PSG
- Holding valid membership and public liability insurance through British Gymnastics and appropriate valid qualifications, i.e., coaching, safeguarding and DBS
- Ensuring Risk Assessments are on premises and available to view on request
- Ensuring all facility paperwork, checks and warranties/certifications up to date and on premises and available to view on request
- Ensuring coaching knowledge and practice are according to current best practice (unless in the role of Coach under Instruction)
- Ensure they are aware of GDPR compliance regulations, and make every effort to follow them
- Ensuring they are dressed in PSG Coach kit, as set out in the Code of Dress
- Not using a mobile telephone for personal calls / messaging during training unless with permission from the Coach Manager / Coach in Charge
- Never training a gymnast without another coach or responsible adult present
- Ensuring that gymnasts are met at the entrance by a member of staff during our 1-hour classes
- Acting in 'loco parentis' once the child is inside our facility and acting as a 'responsible sport coach'
- Ensuring to the best of their ability that all gymnasts are dispersed safely. Understanding our role as 'loco parentis' does not extend past the main entrance
- Ensuring registers are taken for all classes
- Providing a 'safe' training environment for all gymnasts by checking equipment before use
- Ensuring that all children dependant on needs are escorted to the toilets for regular toilet / drink breaks
- Ensuring where possible the children use the disability toilet within the gym
- Treating all equipment with respect. Ensuring that equipment is put away when finished with and tidying the gymnastics hall
- Ensuring that gymnasts are fit to train by carrying out suitable and effective warm ups and cool downs to help prepare for lessons and prevent injury
- Ensuring adequate lesson planning and use of the equipment / space
- Ensure that gymnasts take their drinks / snacks to the Loft area where they will be supervised to the best of our ability
- Taking all complaints or signs of injury seriously, no matter how minor, and immediately address them and not promote continued training for an injured gymnast. Providing gymnasts with suitable post-injury training programs that enable them to continue training
- Ensuring adequate First Aid Provision
- Ensuring a qualified First Aider (usually a coach) is always on site and following the accident reporting process and advising parents of any accident or injury
- Reporting any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the BG Child Protection policy 2012
- Ensuring adequate fire safety and provision
- Considering the wellbeing and safety of all participants before the development of performance
- Ensuring that all activities they direct, or advocate are appropriate to age, maturity, ability and experience, and that gymnasts are suitably prepared physically and mentally for skills and correct progressions are understood when learning new skills

- Ensuring that all gymnasts receive the appropriate level of support to assist them in skill development and prevent injury
- Never giving a gymnast a lift home unless another gymnast or adult is present or having gymnasts stay overnight at your home.

DEVELOPMENT

PSG Coaches and employees strive to provide consistently high standard coaching methods and support positive and effective coach-gymnast relationships that will help build motivation, development, overall well-being, self-confidence and love of the sport by:

- Clarifying with gymnasts exactly what is expected of them and what they are entitled to expect of their coach
- Communicating clear and reasonable behavioural guidelines to the gymnasts
- Encouraging and guiding gymnasts to accept responsibility for their own performance and behaviour
- Providing positive reinforcement and encouragement
- Providing clear and concise instructions to gymnasts
- Providing constructive criticism, which will aid the gymnasts' learning. Praising in public, constructive criticism individually
- Encouraging gymnasts to be their best and to view success as striving for victory through commitment, effort and teamwork
- Being fair, considerate and consistent in their coaching, and treating all gymnasts with equal attention and respect, regardless of ability level
- Acknowledging that each gymnast is unique and that coaches must be flexible in how they approach situations and adjust their style accordingly.

PROFESSIONALISM

PSG Coaches, Volunteers and Employees maintain a high level of professionalism by:

- Following instructions, guidelines and policies from Head Coaches, Managers and the Committee
- Communicating by email/text/Facebook to your Head Coach if you are going to be late or cannot attend a session
- Being ready in the gym at least 10 minutes before the class starts so that training commences at the correct time
- Requesting holiday with the Head Coach / Manager before booking to ensure there is adequate cover
- Displaying consistently high standards of behaviour and appearance
- Displaying competence and demonstrating sound judgment and effective problem-solving skills
- Having a positive attitude and being considerate, empathetic and courteous and respectful to others
- Acting with integrity and developing an appropriate working relationship with participants, parents / guardians and other organisations based on mutual trust and respect
- Never engaging in any negative, unsportsmanlike conduct, including on social media sites. If using social media and discussing gymnastics, do so in a sensible and positive manner which reflects well upon yourself, your child and the Club
- Refrain from negative comments in public about other coaches / gymnasts / employees
- Ensuring that confidential information is not divulged unless with the express approval of the individual concerned. And being aware of GDPR compliance
- Being effective communicators
- Being a team-player and working co-operatively with others
- Showing commitment to their role as well as to the Club and gymnasts
- Taking personal accountability for their role and actions
- Being committed to their professional development
- Creating an atmosphere conducive to learning

- Always being reasonable in demands on gymnast time, energy and enthusiasm
- Never exerting undue influence over participants to obtain personal benefit or reward
- Showing good sportsmanship at all times and accepting decisions of all judges and officials as being fair and made to the best of their ability
- Not raising issues of disagreement publicly
- Never condoning rule violations or use of prohibited substances
- Not being under the influence of alcohol or prohibited substances at work or at events, or smoking whilst on gym property
- Never using inappropriate language at any time whilst coaching or representing the Club at external courses / events
- Not physically manhandling gymnasts or verbally abusing or degrading gymnasts



CODE OF CONDUCT FOR ALL PARENTS, GUARDIANS AND CARERS OF GYMNASTS

ACTIVE TOGETHER

FOR PARENTS / GUARDIANS OF GYMNASTS FOR ALL PARTICIPANTS

- Parents should not bring animals onto the premises
- PSG asks parents to provide the necessary support needed and to encourage your child to learn the rules and participate within them
- Parents must ensure their child is fit to partake in gymnastics activity and inform the coach of any issues which may affect your child's training or the safety of others
- Gymnasts under the age of 14 must be brought to and collected from their gymnastics classes by a responsible adult, unless you have given parental consent to the Club
- It is the responsibility of the parent/guardian to ensure their child's safety whilst they are in the changing rooms, entrance lobby and other such public areas. As such children must not create a nuisance to other users of the centre
- Ensure that children arrive and are collected on time. If you are going to be late collecting your child, please contact Bev on 07764801832
- Parents are expected to ensure payments of training fees & annual memberships are paid on time or your child's place may be lost
- Ensure your child is dressed appropriately, without jewellery, for the activity (see code of dress)
- Parents must ensure that all changes in the participants details are kept up to date on their Love Admin account
- It is the responsibility of the parent/guardian to inform the club if a member has left. All payment requests, direct debits, information and data can then be removed from the Love Admin system, in line with GDPR compliance
- For health & safety reasons parents are not allowed in the gymnastics hall except for parent/toddler classes
- Never enter the gym during training sessions without prior agreement from the Coach or Facility Manager. If you have any concerns regarding your child, please speak to Bev. She will make the Coach aware that you wish to speak to them, or the Coach in Charge, and arrange a mutually agreed time
- Never ridicule, punish or belittle a child for poor performance or making mistakes
- Support your child's involvement and help them to enjoy their sport. Encourage children to participate and never force your child to take part in gymnastics
- Acknowledge the right of your child to develop to their potential in an environment that emphasises personal growth, participation and enjoyment
- Be a parent, not a coach and recognise good performance. Focus on your child's effort and perseverance, regardless of the outcome
- Show respect and appreciation for all coaches and administrators while encouraging your child to do the same
- Use appropriate verbal & body language at all times. Swearing, offensive language & aggressive or offensive behaviour will not be tolerated

- Share concerns, complaints or feedback through the approved channels: Coach, Manager, Welfare Officer or Committee. Do not raise issues of disagreement publicly
- Parents should recognise good sportsmanship and applauding the good performances of all. Criticism of other people's children / coaches can be upsetting to all and is frowned upon by this Club. Please refrain from doing so
- Show respect and awareness for all cultural and religious differences
- Please familiarise yourself with the information on the PSG website /notice boards / emails and respond to any information passed on as quickly as possible

ADDITIONAL CODE OF CONDUCT FOR SQUAD PARENTS

FOR PARENTS / GUARDIANS OF COMPETITIVE GYMNASTS

PSG believe that a healthy, balanced and happy child will have a clear divide between gymnastics and home life with a clear distinction between the two. In order to establish a positive, happy atmosphere in the gymnastics hall and viewing area and to ensure all participants and visitors have a positive experience, parents are asked to abide by the following Code of Conduct:

PARENTS SHOULD:

- Ensure gymnasts under the age of 14 must be brought to and collected from their gymnastics classes by a responsible adult. If you are allowing your child to walk to/from classes by themselves a parental consent form must be provided. The Club reserves the right, but not the responsibility to insist that the child is collected appropriately.
- Do your best to ensure that your child keeps to agreed times for training and competitions.
- Ensure your child is suitably attired for training as directed in the Code of Dress.
- Do your best to ensure that your child adheres to the Codes of Conduct for Gymnasts.
- Ensure that your child has an adequate supply of an appropriate drink to last the duration of their class, particularly in hot weather.
- Endeavour to establish good communications with the Club and its staff for the benefit of all
- Comply with the Club's Viewing Policy.
- Only use text to communicate with your child's coach in cases of emergency or when informing them of an absence etc. Email or a meeting is more appropriate for raising anything further.
- Ensure that your child's coach is informed (in advance) of holidays or other commitments that may affect their training programme. Take into consideration your child's competition schedule when booking holidays as it may affect their ability to compete.
- Pay all fees by the due date or be subject to your child's withdrawal from their squad.
- Inform the coach at the start of the session of any disability, injury or ailment which may affect their child's performance or safety in the gymnasium, or the safety of others.
- Remind your child of the importance of listening to and following the instructions of their coaches.
- Remember that children learn best by example, be your child's biggest fan and greatest supporter.
- Be a positive role model for your child by encouraging sportsmanship, showing courtesy, respect and support for all gymnasts, coaches, officials and spectators.
- Respect the officials and their authority during competitions.
- Treat the facility with care and respect.
- Read emails and make yourself aware of the club calendar.
- Be willing to give appropriate support to the Club with fundraising and competition preparation.

PARENTS SHOULD NOT:

- Coach or communicate with your child or any other child during competitions or training sessions (including during meal, drink or toilet breaks) except in the case of an emergency.
- Enter or be in the gym during training sessions without prior agreement from the Coach or Club Manager.
- Discuss, question or confront coaches or volunteers in public or during a training session or competition. Please email or arrange an appointment to discuss any issues with the relevant person.
- Take your child to train or perform at a venue / club other than PSG unless arranged and supervised by a PSG coach and only then **with the express permission** of the Coach / Manager.
- Force your child to participate in gymnastics, they participate for their enjoyment, not yours.
- Punish or ridicule your child or any other child for poor performance or mistakes. Do not criticize children in front of others but reserve constructive criticism for more private moments.
- Swear, use offensive language & aggressive or offensive behaviour as it will not be tolerated. Please use appropriate verbal & body language at all times.
- Ever instruct your child not to listen to a particular coach or suggest that a coach is wrong.
- Engage in any negative, unsportsmanlike conduct, including on social media sites. If using social media and discussing your child's gymnastics, do so in a sensible and positive manner which reflects well upon yourself, your child and the Club.
- Do anything which will bring the name of PSG in to disrepute.
- Use alcohol, tobacco or drugs at training sessions or during competitions.

Viewing Policy

FOR PARENTS / GUARDIANS OF GYMNASTS

In order to establish a positive, happy atmosphere in the gymnastics hall and viewing area and to ensure all participants and visitors have a positive experience, parents of gymnasts are asked to abide with the viewing policy.

- Parents should not enter or be in the gym during training sessions without prior agreement from the Head Coach of the squad or Coach Manager.
- Some gymnasts feel extra pressure to perform for or in the presence of their parents and do not progress as well under that pressure. For the safety of your gymnast, your child's coach may ask you to move away from the viewing area if your presence is distracting in any way.
- We ask that you do not try to coach your child during training sessions or competitions. Coaching from the side-lines distracts the gymnast, complicates and slows the coaching process and can be dangerous. No shouting from the Gallery
- Please do not discuss, question or confront coaches, volunteers or parents about your child or anyone else's child's training in public or during a training session or competition. If you have something you wish to discuss please arrange an appointment with the appropriate member of staff, i.e. Head Coach of the squad, Coach Manager, Welfare Officer or Club Chairman



CODE OF CONDUCT FOR ALL GYMNASTS

ACTIVE TOGETHER

The Club encourages parents to keep their child safe by encouraging them to learn the rules about safety and acceptable behaviour, and to participate within them and to provide the necessary support. Also, to make their children aware of all PSG Procedures, Policies and Club Rules

As a member of PSG, gymnasts must agree to abide by the following code:

I will:

- Be punctual to training and be ready to start training on time
- Wear suitable clothing for training and events as instructed by my coach or Club officials, keep long hair tied back and remove all jewellery and make up before the beginning of a session
- Attend the warm up as it is an essential part of the training that helps the prevention of injury
- Immediately tell my Coach of any existing injuries or illness before the warm up begins or immediately if I injure myself or feel unwell during the session
- Take care of and be respectful towards the Club's equipment and facility and put any rubbish in the bin
- Not eat, drink or chew in the gym
- Listen to and follow the instructions of my coaches at all times and asking questions if I am unsure about anything
- Be committed to my training program, as agreed with my coach, approach training with a positive attitude, be the best gymnast that I can be and try my hardest to achieve the tasks I am set
- Always try to be mindful of the impact my words and actions can have on others, as I understand that bullying will not be tolerated. I will tell a coach if I believe that another member of the class is being bullied or unfairly treated by other participants in the gym
- Show respect to all coaches, judges, officials and other gymnasts and respect fellow Club members by providing support and encouragement
- Be a positive role model for other gymnasts and my Club
- Always show awareness and respect for cultural and religious differences

I will not:

- Wear jewellery during training sessions, or ensure taping is used
- Leave long hair untied
- Wear inappropriate clothing (no jeans / skirts)
- Enter the gym at the start of a session until asked to do so by a coach
- Use the equipment without a coach's permission or attempt a new move or series of moves without the permission, support or supervision of a coach
- Climb up onto any equipment before the start of a session
- Use the trampolines without the supervision of a coach
- Leave the gymnastics hall during the training session or break times unless I have permission from my coach
- Use bad or inappropriate language
- Verbally abuse other gymnasts in the gym
- Be rude or disrespectful to coaches
- Use physical violence towards other gymnasts or coaches
- Criticize the performance of other participants
- Attend training if I am injured or otherwise unwell unless agreed with my coach
- Eat during training sessions (other than during a scheduled lunch or snack break during long sessions, or it is for medical reasons)
- Use a mobile phone during training sessions
- Leave the Club premises without my parents/guardian and will remain with the coaches at the end of the session until I am collected by my parent/guardian.

ADDITIONAL CODE OF CONDUCT FOR SQUAD GYMNASTS

FOR ALL SQUAD GYMNASTS

In addition to abiding by the code of conduct for all gymnasts, PSG TeamGym squad gymnasts are also expected to abide by the following additional code.

I will:

- Do my absolute best to attend both regular and any scheduled extra training sessions at all times, and in the run up to competitions in particular and ensure that a coach is notified in advance where possible or at the earliest opportunity afterwards, if a session is to be missed
- Show good sportsmanship at all times and when attending competitions or events I will participate within the rules and respect other gymnasts, coaches, judges, officials and their decisions
- Be polite and courteous to all other competitors, coaches and officials at events regardless of the outcome of the competition
- Not smoke, consume alcohol or take drugs of any kind whilst representing the club at competitions or other events
- Remain in the gymnastics hall during all breaks unless supervised by a coach
- Support any other PSG gymnasts competing at the event by watching and applauding their performances as appropriate (unless otherwise instructed by my Coach)
- Remain at a competition venue until the end of the medal ceremony if I am required to do so (failure to attend the medal ceremony can on occasion lead to the gymnasts' or team's result being invalidated)
- Behave in a manner which reflects positively on the club and promotes its good reputation at all competitions, squads, trials and other events at which I represent PSG
- Dress appropriately for competition in club clothing, worn tidily and present myself appropriately at all times
- Use social media sites in a sensible and respectful manner which reflects well upon myself, my team members and my club if discussing gymnastics
- Help the Coaches to ensure that the gymnastics hall and equipment area is always left clean and tidy, e.g. clearing preps once they have been used and not leaving equipment for others to tidy
- Help the Coaches to tidy the hall at the end of each session and in preparation for competitions or other activities.

I will not:

- Show disrespect to my fellow teammates or coaches
- Speak in a tone considered rude or confrontational to my fellow teammates or coaches
- Verbally abuse my fellow teammates or coaches
- Use inappropriate language to my fellow teammates or coaches
- Ever cheer celebrate or delight in the failure of, or mistakes made by, another gymnast from PSG or any other club, at any time during any training session, squad session, trials or competition
- Criticize the performance of any other teammates, competitors, coaches or officials
- Leave the gymnasium at any competition, squad session or trial without the consent of a coach and, where necessary, an official
- Train at a venue or club other than my own without the supervision of a PSG coach, **or without the express permission** of the Coach Manager and the Club
- Failure to comply with our Squad Gymnasts CODE OF CONDUCT may result in a verbal warning, written warning, meeting with parents or suspension from training sessions
- Coaches and management reserve the right to use these disciplinary actions at their discretion

CODE OF DRESS

The Code of Dress for gymnastics activities is designed to safeguard the participants and coaches. The following points should be adhered to during training and events:

- Gymnasts and coaches must wear appropriate clothing, which does not impede the freedom of movement required by the activity and is not too loose or tight as to constitute a hazard
- PSG Kit is on sale regularly, and is available for all members
- TeamGym squad gymnasts are encouraged to wear PSG training kit, and/or black/grey training kit to all sessions
- TeamGym squads are required to dress appropriately for competition in club competition kit
- All PSG coaches / staff MUST wear the appropriate club kit to all sessions
- The wearing of clothing with buckles, zips or clasps are dangerous and are prohibited
- Raised adornments on gymnastics clothing are dangerous and are prohibited
- Long hair may become a hazard and must be tied back to avoid accidents
- Participants should work in bare feet or gymnastics slippers. The wearing of socks without gymnastics footwear on polished or slippery surfaces is not permitted
- When participating on a trampoline, ensure that socks or suitable gymnastics footwear are worn
- Long fingernails present a risk to the gymnast and coach. The coach is responsible for ensuring the length of fingernails is compatible with the activity
- Coaches and gymnasts should be aware of the risks associated with wearing spectacles and minimise the risks by wearing flexible frames, an elastic sports band or contact lenses to ensure safety.
- Any concessions on dress must be within the bounds of reasonable safety. The element of risk should be explained to the coach/participant (parent or guardian) and every attempt to control the risk should be adopted.
- **British Gymnastics Policy on Body Piercing**
- British Gymnastics believes that jewellery and adornments worn in body piercing are inappropriate for safe practice in gymnastics and trampolining. This policy applies to all participants and coaches in training and in events at home and abroad.
- **Participants**
- A person participating with body adornments or jewellery MUST inform the coach and also remove the relevant items to reduce the risk of injury to the participant, the coach and others.
- **Coaches**
- Whilst a coach is carrying out a spotting or gymnast supporting role; all jewellery must be removed. However, if the coach is evaluating performance or giving instruction only; (by this we mean coaching whilst not in direct physical contact with the gymnast or gymnastic equipment), jewellery may be worn.
- Exceptions to the above policy may be applicable in special circumstances, which are outlined below:
- **Jewellery that cannot be removed**
- It is acknowledged that in some circumstances, it may be impossible to remove a ring and/or dermal piercings. Should this be the case; the ring must be sufficiently covered with protective tape; and the piercings covered sufficiently in order to eliminate any risk.
- **Newly Pierced Ears**
- Newly pierced stud earrings need to be covered with protective tape but must be removed as soon as possible (normally after six-weeks). **This does not cover the taping of earrings which can be removed.**
- **For the avoidance of any doubt, any jewellery which can be removed, should be removed.**

- **Religious and Medical Jewellery**
- With regards to the wearing of jewellery; sensitivity to religious beliefs and medical requirements/reasons should be afforded, but safety is paramount and any jewellery that is considered by the coach to be a safety hazard, should be changed or participation may be prohibited. Any concessions on religious or medical jewellery must be within the bounds of reasonable safety. The element of risk should be explained to the coach/participant (parent or guardian) and every attempt to control the risk should be adopted.
- Please refer to the BG Policy on Body Piercing and Adornments 2015 document on the British Gymnastics website for full details.
- In all instances above; it is the responsibility of the coach in charge of the session to ensure a sufficient risk assessment has been carried out.
- If the coach identifies a significant risk to the participant, coach or others, which cannot be controlled satisfactorily, then within the bounds of reasonable safety, the coach **MUST** prohibit participation.
- Legitimate health and safety concerns which contra-indicate participation, will supersede any other considerations, be they religious, medical or other.
- **Failure to conform to this policy will prohibit the individual's participation on the grounds of reasonable safety and may render the individual's insurance invalid should an accident result directly from non-compliance.**



Accident & Emergency Procedures

Emergency and Safety Procedures

PLEASE SEE OUR EMERGENCY PROCEDURES ON THE NOTICE BOARD IN THE STAFF BLOCK

In the event of a fire or other alert, the alarm will sound and upon hearing the alarm you **must**:

- Leave the building by the nearest Fire Exit
- Do not allow gymnasts to go back to their parents, keep them in their group with you
- Do not stop to collect personal belongings
- Unless otherwise advised by PSG staff, go immediately and report to the assembly point at
 - At the end of Marshlands Spur

- Do not re-enter the building until you are told that it is safe to do so by the PSG staff and the Coach in charge of the session.

In the event of an injury please be aware of the following:

- A first aid boxes are located at the back of the gym. If you notice the items need replenishing, please advise the administration team
- A list of trained and qualified first aiders is on the notice board next to the first aid boxes
- An ice machine is located in the office/kitchen
- Copies of the accident report forms are in a red lockable file in the bottom cupboard in the office / kitchen
- All coaches, helpers and participants must adhere to the BG and Club Health & Safety Policies
- In the event of a serious accident the emergency services should be contacted, and medical help sought. The Club's address is Unit 2, Marshlands Spur off Marshlands Road, Farlington, PO6 1TL. Give the mobile telephone number of the First Aider.

Accident Reporting

- Any accident in the gymnastics hall requiring first aid must have an accident form completed
- Minor accidents where the gymnast is unable to return to training must have an accident form completed
- Accidents requiring hospital treatment must be written on the accident form, and reported to the head coach
- Parent / guardians of the injured gymnast must be advised by the end of that session about any accident, no matter how minor, to explain why / how it happened and the actions that you can take to try to ensure that it doesn't occur again
- The accident form / book must be signed by the parent / guardian
- Where hospital medical treatment is administered or the gymnast is advised to go to the hospital, the Coach Manager must be informed and given the accident form as the matter must be reported to British Gymnastics Insurance Centre.
- Where accidents are caused by equipment malfunction an incident form must also be completed and given to the Coach Manager for reporting to PSG Health and Safety Officer
- An incident may be anything from a mat that has a hole in it to a piece of equipment failing and causing injury.
- Staff will manage and complete an incident form (and where necessary an accident form) and notify the Coach Manager. The Coach Manager will verify the incident type and report externally where necessary or to the PSG Health and Safety Officer



Anti-Bullying Policy

ACTIVE TOGETHER

PSG take all signs or allegations of possible bullying seriously. Disruptive, threatening or inappropriate behaviour of any kind including bullying is unacceptable and **will not be tolerated**.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures

- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing
- Cyber - All areas of internet, such as email & internet chat room misuse, mobile threats by text messaging & calls, misuse of associated technology, i.e. camera & video facilities.

Examples of bullying within gymnastics could be:

- A gymnast who intimidates fellow gymnasts inappropriately i.e. abusive text messages or other social networking sites
- A coach who adopts a win-at-all costs philosophy i.e. shouting, name calling, or ignoring.
- A parent who pushes too hard i.e. shouting at child
- Older coaches intimidating younger coaches under the age of 18 years i.e. Senior coach shouting

PSG operates a strict three strikes policy:

- Anyone failing to meet behaviour standards will receive a verbal warning and there will be an apology from the bully(ies) to the victim and we will inform the bully's parents
- If the behaviour continues a written warning will be issued to the gymnast and their parents and disciplinary action imposed if necessary
- If the written warning has no effect the gymnast will be suspended or expelled from the Club at the discretion of the Head Coach / Club Manager.



Equality Policy

EQUALITY

PSG subscribes to the principles of equality of opportunity and aims to ensure that anyone participating or wishing to participate in gymnastics is able to do so in a discrimination- free environment.

Equality Policy Statement

This is to confirm that PSG has adopted the British Gymnastics Equality Policy.

Julian Such (Chair / Director)

For further information on Equality in gymnastics and to see the BG Equality policy, please see the Equality page on the British Gymnastics Website.

British Gymnastics Policy Statements

This is to confirm that PSG has adopted the following British Gymnastics Policies

- BG Membership Rules

- BG Health, Safety & Welfare Policy
- BG Safeguarding & Protecting Children Policy
- BG Safeguarding Vulnerable Adults Policy
- BG Use of Criminal Records Check Policy
- BG Anti-Doping Policy
- BG Social Media Policy

Julian Such (Chair / Director)

For further information please see the British Gymnastics website



The Gallery CODE OF CONDUCT

- Parking is available at the facility
- Please enter the facility through the main Entrance, and proceed upstairs to the Gallery
- Children must be supervised at all times whilst on The Gallery
- No running on The Gallery or Foyer
- Report any spillages / breakages of any kind to a member of staff
- No climbing or hanging on the Gallery glass balustrade
- Chair/Stool usage - NO CHILDREN UNDER 12 SITTING ON CHAIRS OR STOOLS at the Gallery glass balustrade
- Ensure ALL CHAIRS/STOOLS are returned after usage. PLEASE keep away from Gallery glass balustrade where children could climb and fall
- Children may sit on viewing bench, the floor or at tables and stools at the tables provided away from the Gallery glass balustrade
- NO JUMPING FROM THE GALLERY
- No climbing on chairs, stools or tables
- All adults must remain vigilant on Gallery usage
- Hot / cold drinks MUST NOT be placed on the Gallery balustrade
- Anything handheld MUST NOT be placed or held over the balustrade edge
- Gallery lockers are provided to reduce the risk of personal belongings becoming a trip hazard
- The facility has a café area – The Loft for its members
- No smoking on the premises
- The consuming of alcoholic beverages and illegal substances will not be tolerated

- Members will not be permitted to access the facility if intoxicated or under the influence of any illegal substance
- Members are to treat each other and PSG staff with the same respect they wish to receive
- Members are expected to exercise common sense during visits to the facility PSG do not accept liability for the injury or death of any member or guest that may happen on the premises other than the liability which arises from our negligence or our failure to take reasonable care

I have read, understand, and agree to the Gallery code of conduct. I understand that violations of these rules may cause my access to the AT PSG Facility being revoked

SensorySpace Code of Conduct ACTIVE TOGETHER

We ask that all participants agree to accept a few basic rules to ensure that the SensorySpace remains enjoyable and beneficial to all.

NO OUTDOOR SHOES ALLOWED in the SensorySpace

By booking a SensorySpace 'Add On' you are agreeing to the Policy Documents below:

1. We ask that participants maintain the ethos of these sessions being fun and inclusive (open to all)
2. A keycode will be provided to members to access the SensorySpace
- 3. No food or drink or other consumables shall be taken into the SensorySpace**
4. All users are expected to treat other people and property with respect
5. You are required to watch the PSG safety / operational video before attending The SensorySpace
6. A maximum of 8 persons can use the room at any given time
7. Usage of SensorySpace will be subject to availability
8. Children must be supervised by an adult guardian at all times
9. The conduct and pastoral care of participants shall be the responsibility of the adult making the booking, and not that of PSG staff
10. The adult making the booking must ensure that participants behave appropriately at all times

11. Please remove footwear and leave in changing room / Gallery lockers before entering the SensorySpace
12. A personal padlock may be used to secure your belongings
13. Please notify a member of staff before you enter the SensorySpace
14. Electrical switches must only be operated by PSG members of staff who have been trained to use the equipment
- 15. ALL SWITCHES MUST BE TURNED OFF ON LEAVING THE SENSORYSPACE**
16. We understand that items will suffer 'wear and tear' and that some items may get damaged during use. Please let us know if this happens so that we can remove or repair items
17. PSG staff are qualified in first aid
18. PSG will ensure the proper maintenance of all sensory equipment provided to participants for their use at sessions
19. Children may not visit the sensory room while they are infectious
20. Children who are or who have suffered from sickness and/or diarrhoea must not visit the sensory room until 48 hours has passed from the last incidence of sickness and/or diarrhoea
21. We reserve the right to refuse admission to any child we believe to be unwell
22. Feel free to take photos of your own child / children with your mobile phone whilst in the sensory room
23. Do not take selfies or photos of other SensorySpace users
24. The use of mobile phones in the changing rooms is not permitted
25. Use of equipment will be entirely at the risk of the adult guardian
26. Please leave the room as you find it

The SensorySpace RULES & CONDITIONS OF MEMBERSHIP

Right of Admission is reserved. PSG reserve the right to refuse entry to anyone who's behaviour is deemed to be unsuitable and to **cancel/withdraw (with appropriate refund if applicable) any membership which management feels is of detrimental value to PSG**

Membership:

- The SensorySpace is available to all AT PSG families
- Membership to The SensorySpace is available as an Optional Extra in your LoveAdmin account
- Please complete all relevant policy documents online before attending your first session
- PSG SensorySpace membership - £12.50 monthly in advance
- The access code to enter the SensorySpace will be provided via email
- Payment will be requested monthly between the 1st – 7th each month
- PSG reserve the right to change/modify pricing as deemed necessary
- You shall remain a member for one month after signing up to membership of The SensorySpace
- Your membership will then be renewed monthly at PSGs discretion until such time that an official written cancellation is received from you
- SensorySpace will be available to use during ALL PSG gymnastics class times
- It is anticipated that no prior booking will be required. However, PSG reserve the right to introduce such a system if deemed necessary
- Members are to inform PSG as soon possible of any change of contact/bank details



The Hub CODE OF CONDUCT

ACTIVE TOGETHER

The Hub is a non-intimidating environment in which our PSG members and families are welcomed back into the world of fitness.

An exclusive space for PSG members

The Fitness Hub OPENING - Separate suite

6.30am-1.30pm 3.30pm-8.00pm weekdays – 8.30am-5pm weekends

- 2 Treadmills
- 2 Air Bikes
- 2 Ski Ergs
- 2 Air Rowers
- 1 Leg Extension / Curl Machine
- 1 Multi press Upper Body Machine
- 1 Multi use Pully Cable Machine

Functional Hub will be available -Within the gym

6.30am-1.30pm weekdays

- 6-meter Cross Fit Monkey Rig
- Wall Bars
- Smith Machine
- Hip Thrust Machine
- Trap Bar
- Free Weights, battle ropes, slam balls

The Hub is a place to participate in safe, effective exercise sessions. It is important you recognise this is a shared space and you must be respectful of other gym users. Etiquette in the The Hub is designed so everyone can enjoy their workout, to keep each other safe and to ensure equipment is not damaged.

AT PSG Personal Trainer: ENB Fitness

CONTACT Emilie 07711049232 enbfitness@hotmail.com

Please adhere to the following when using The Hub:

- A keycode will be provided to members to access The Hub
- You are required to watch the PSG safety / operational video before attending The Hub
- Parking is available at the facility
- Please enter the facility through the main Entrance, and proceed upstairs to the Gallery

- All personal belongings must be secured in the Gallery lockers
- A personal padlock may be used to secure your belongings
- Please do not enter the gymnasium during classes
- Please access showers / toilets via the Gallery during classes
- Any injuries or equipment issues must be reported to a PSG staff member
- Proper athletic attire must be worn at all times. No jeans or street shoes
- Shirts must be worn at all times. Crop tops are allowed for women
- No food or protein shakes to be consumed inside the gym. Water only
- The facility has a café area – The Loft for its members
- It is not recommended to eat a heavy meal before training
- Minimise mobile phone use in the Hub area. If you need to make a call, do so outside the gym
- Do not take selfies or photos of other gym users
- The use of mobile phones in the changing rooms is not permitted
- Headphones must be worn if listening to music
- Respect must be shown to EVERYONE in The Hub This means sharing equipment, 'working in' with other gym users (alternating users on a single piece of equipment) and not blocking workout areas
- Members are to utilize the equipment in the manner it was designed to be used; PSG will not accept responsibility for the incorrect use of equipment/facilities. If in doubt regarding correct utilization; members are to please speak with a member of Staff or PT for assistance
- **Do not drop weights or other equipment**
- No equipment may be taken outside of the gym
- Cardio machines have a 20-minute time limit if other gym users are waiting
- When the Hub is busy please limit your training time to no more than 10 minutes per machine
- Monopolising equipment is not acceptable
- Always ask a member of staff or consult our PT before attempting any exercise or equipment you are unfamiliar with
- Always maintain correct posture whilst using the equipment
- Always make sure the machine settings are correct
- Replace weights after use
- Return all weights, plates, dumbbells to rack, and other equipment to its correct storage area
- When using heavy weights on the bench press station you must have someone with you to assist. No assistance required whilst using the Smith machine
- Appropriate language and volume must be considered when conversing in The Hub
- No swearing / cussing or the threat of violence will be tolerated
- Please use a towel to wipe down equipment after use
- No smoking on the premises
- The consuming of alcoholic beverages and illegal substances will not be tolerated
- Members will not be permitted to access the facility if intoxicated or under the influence of any illegal substance.
- Members are not to use the facilities if suffering from any contagious disease/illness/injury/similar which may cause discomfort or pose a health risk to other Members of the facility
- Children are not permitted in the Hub at any time and must be supervised by an adult if in the Gallery of Loft areas
- Members are to treat each other and PSG staff with the same respect they wish to receive
- Members are expected to exercise common sense during visits to the facility

Unsupervised usage privileges of the Hub may be revoked if code of conduct is not adhered to. If you have any questions, please ask our personal trainer

I have read, understand, and agree to the fitness centre code of conduct. I understand that violations of these rules may cause my privileges to be revoked.

The Hub RULES & CONDITIONS OF MEMBERSHIP

Right of Admission is reserved. PSG reserve the right to refuse entry to anyone who's behaviour or appearance is deemed to be unsuitable and to **cancel/withdraw (with appropriate refund if applicable) any membership which management feels is of detrimental value to PSG**

Membership:

- Members aged 14-17 years may use The Hub with direct adult supervision
 - PT induction packages are available – contact Emilie
 - PT packages are available– contact Emilie
 - Online coaching packages are available - Emilie
 - Membership to The Hub is available via a sign-up link
 - Please complete all relevant policy documents online before attending your first session
 - Payment will be requested monthly between the 1st – 7th each month
 - PSG Single membership - £12.50 monthly in advance
 - PSG Joint membership - £20.00 monthly in advance (2 Family Members)
 - PSG Family membership - £25.00 monthly in advance (3 members+)
 - The access code to enter the SensorySpace will be provided via email
 - PSG reserve the right to change/modify pricing as deemed necessary
 - You shall remain a member for one month after signing up to membership of The Hub
 - Your membership will then be renewed monthly at PSGs discretion until such time that an official written cancellation is received from you
 - There will be no joining fee for The Hub
 - Hub members will require PSG membership from 2023 onwards
- Usage of the Hub (separate suite) is unlimited during the following hours **6.30am-1.30pm 3.30pm-8.00pm weekdays – 8.30am-5pm weekends**
- Usage of the Functional Hub (within the gym) is unlimited during the following hours **6.30am-1.30pm weekdays**
- It is anticipated that no prior booking will be required. However, PSG reserve the right to introduce such a system if deemed necessary
 - Members are to inform PSG as soon possible of any change of contact/bank details

The Hub CONSENT

PSG reserves the right to make reasonable alterations to the facility and hours / classes provided on reasonable notice to you. The gym shall not be liable for any inconvenience caused by such alterations

- I understand that I am responsible for my personal belongings and PSG shall not be liable for any loss, damage or theft of personal property unless due to negligence or omission on PSGs behalf
- I understand the risks of my participation in exercise fitness classes, including aerobic activities, walking, running, cycling, rowing and weights training
- I understand that engaging in any physical exercise activity AT PSG for any purpose may pose a serious risk to health or cause death
- I understand that during training injuries may arise. Such as muscle, ligament, joint, bone and tendon damage
- I understand that I should not take part in any physical activity that I may not be fit for
- I agree I am responsible for monitoring my own condition during physical activity
- I understand I must let PSG know when joining anything that is relevant to my physical condition
- I agree I will keep this information up to date throughout my membership
- I understand I am responsible for monitoring my own physical condition. If I suffer any unusual symptoms, I will immediately stop the activity and tell a member of staff

- I understand I should not exercise while either injured or under medication prescribed by your doctor without first obtaining the prior approval
- I understand it is recommended that I undergo a medical examination to ascertain I am not at any type of risk by the exercises/activities you wish to participate in AT PSG
- I agree that if I answer YES to any of the following, I will seek medical advice before participating in any form of exercise AT PSG
 1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?
 2. Do you feel pain in your chest when you do physical activity?
 3. In the past month, have you had chest pain when you were not doing physical activity?
 4. Do you lose your balance because of dizziness or do you ever lose consciousness?
 5. Do you have a bone or joint problem that could be made worse by a change in your physical activity?
 6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
 7. Do you know of any other reason why you should not do physical activity?
- PSG do not accept liability for the injury or death of any member or guest that may happen on the premises other than the liability which arises from our negligence or our failure to take reasonable care