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PSG Club Rules

Revised March 2025

Note: PSG Club Rules and Codes of Conduct may be updated periodically. Please check your Love Admin Account for the latest updates.

Summary

The Portsmouth School of Gymnastics (PSG) operates under the governance of British Gymnastics (BG) and adheres to all relevant policies and regulations. This document outlines key club rules, membership requirements, financial policies, and conduct expectations. Compliance with these rules ensures a safe, structured, and professional environment for all gymnasts, coaches, and members.

Affiliation and Compliance

- The club is officially known as **Portsmouth School of Gymnastics (PSG)** and is affiliated with **British Gymnastics (BG)**.
 - PSG follows all **British Gymnastics policies**, including but not limited to:
 - 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
 - PSG provides **qualified BG coaches** and a **certified first aider** at every session.
 - All PSG coaches over 16 years old undergo **DBS checks** and hold appropriate **Safeguarding qualifications**.
 - The club appoints **trained Welfare Officers** to oversee member welfare and safety.
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Data Protection and GDPR Compliance

- All **GymAbility, GymPlay, and Camp** members' data is securely stored on the **Bookwhen Management Platform**.
 - All **FunGym, TeamGym, GymLaunch, AdultGym, HomeEd, NinjaGym** and **Coaches** members' data is securely stored on the **Love Admin Management Platform**.
 - Each member must **maintain and update their personal information** via their Love Admin account.
 - Parents/guardians must **agree to the Participation Agreement, Club Rules, Policy Documents, Privacy Notice, and Use of Personal Imagery** when completing membership.
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Membership and Fees

- The **PSG membership year** runs from **April 1st to March 31st** each year. The annual amount is set each year.
 - **PSG Membership** fee is **mandatory and non-refundable** for all members, and supports club operations, coach education, equipment replacement, and maintenance.
 - **PSG Membership** fees are requested **in March and October** via **Love Admin**.
 - New members joining after the March request will pay a **prorated membership fee** in October.
 - The **British Gymnastics (BG) membership year** runs from the 1st October to 30th September each year. The annual amount is set each year.
 - **BG Membership** is required for all **TeamGym, FunGym, and NinjaGym** members.
 - **BG Membership is the members responsibility**, and must be completed within one month of joining the club
 - **BG Membership** must be renewed **annually via the British Gymnastics website** and/or members BG online account
<https://www.british-gymnastics.org/memberships>
 - **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
 - **Failure to pay PSG or BG membership fees on time** may result in **membership suspension**.
 - **AdultGym, GymLaunch, PlayGym, GymAbility, and Camps** members are covered under the **BG Block Insurance Registration Scheme (BRS)**, which is included in PSG membership fees.
 - **PSG** coaches are responsible for ensuring their own BG membership is appropriate and valid
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Class Fees and Attendance

- **FunGym, TeamGym, AdultGym, HomeEd, and NinjaGym** classes operate **year-round**, closing only for **official bank holidays, Christmas Eve, and New Year's Eve**.
 - **GymLaunch, PlayGym, and HomeEd** classes run **term time only**.
 - **FunGym, TeamGym, AdultGym, HomeEd, and NinjaGym** Class fees are paid **monthly in advance via Love Admin**.
 - Fees may **vary month-to-month** based on the number of sessions.
 - **TeamGym fees** are based on a **48-week annual cycle**, divided evenly over **12 months**, and are paid **monthly in advance via Love Admin**.
 - Monthly fees will be **debited between the 1st and 4th of each month**.
 - **GymLaunch class fees** are paid **termly in advance via Love Admin**.
 - **GymAbility, PlayGym, and Camp fees** are paid **per session via Bookwhen**.
 - **PSG does not issue refunds for missed sessions**, but replacement sessions may be arranged at the **Club Manager's discretion** within a reasonable time period.
 - **Membership cancellation requires a one-month written notice**.
 - Your fee will be renewed monthly / termly at PSGs discretion until such time that a written cancellation is received.
 - PSG reserves the right to refuse membership to any member / applicant
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Facility Rules

- PSG is **not responsible** for **lost or damaged personal belongings**.
 - **Outdoor shoes are prohibited** in the gym area.
 - **No food or drinks** are allowed in the gym.
 - **Coaches have the final say** in gymnastics instruction and team selections.
 - **Squad Selections:**
 - TeamGym squads are selected by **head/team coaches**.
 - Development TeamGym squads are determined through **Talent ID days**.
 - Squad placement is reviewed based on **skill level, ability, attendance, and attitude**.
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Right of Admission

- PSG reserves the **right to refuse entry** to any individual whose **behaviour is deemed inappropriate**.
- PSG may **cancel or withdraw membership** (with a refund if applicable) if it is determined that continued membership would be **detrimental to the club**.
- PSG reserves the right to **modify facilities and classes with reasonable notice**.

Code of Conduct & Disciplinary Policy

PSG enforces a strict **three-strike disciplinary policy** for **behaviour violations**:

1. **Verbal Warning** – The individual receives a formal verbal warning, and an apology may be required.
2. **Written Warning** – If behaviour continues, a written warning is issued, and disciplinary actions may follow.
3. **Suspension or Expulsion** – Continued misconduct results in **suspension or expulsion** at the **Club Manager's discretion**.

Additionally:

- **Immediate Suspension or Expulsion** may occur for **serious misconduct**, including any behaviour that **brings PSG into disrepute**.
- **Physical violence** automatically results in a **third-strike violation**.

Welfare and Safety Contacts

- **Welfare Officer:** Natasha Burnett – welfare@gympsg.com (Handles concerns related to gymnast welfare, ensuring confidentiality and GDPR compliance.)
- **Health & Safety Officer:** Julian Such – hse@gympsg.com
 - **Advisor:** Christine Jolliffe

These rules and regulations are in place to ensure the smooth operation of PSG while maintaining high standards of safety, professionalism, and fairness. By adhering to these policies, members contribute to a supportive and disciplined environment that promotes the well-being and development of all gymnasts. PSG appreciates your cooperation and commitment to upholding these club standards.

PSG Code of Conduct for Coaches, Officials and Volunteers

Portsmouth School of Gymnastics (PSG) is committed to upholding the highest safety, professionalism, and development standards for all gymnasts, coaches, volunteers, and employees. This Code of Conduct ensures a structured, ethical, and positive training environment. It outlines expectations regarding health, safety, coaching standards, personal conduct, and professional responsibilities. Adherence to these principles fosters an inclusive, respectful, and high-performing club atmosphere.

Health, Safety & Welfare

Summary Portsmouth School of Gymnastics (PSG) is committed to ensuring the highest safety and welfare standards for all gymnasts. This section outlines the key responsibilities and expectations for coaches, volunteers, and staff to maintain a safe, supportive, and professional training environment.

Compliance & Safety Standards

- **Regulatory Adherence:** PSG complies with all British Gymnastics (BG) and PSG policies and guidelines.
- **Qualified Personnel:** Coaches hold valid BG membership, public liability insurance, safeguarding qualifications, and DBS clearance.
- **Risk Management:** Regular risk assessments are conducted and available for review.
- **Facility Maintenance:** All paperwork, checks, and certifications remain up-to-date and accessible.
- **Coaching Standards:** Coaches uphold best practices unless under instruction.
- **Data Protection:** Compliance with GDPR regulations is mandatory for all staff and volunteers.

Training & Supervision

- **Appropriate Attire:** Coaches wear PSG Coach Kit as per the Code of Dress.
- **Restricted Mobile Phone Use:** Personal calls/messages during training require prior approval.
- **Loco Parentis Responsibility:** Coaches act in loco parentis while gymnasts are in the facility and ensure safe dismissal.
- **Attendance Registers:** Class attendance is recorded for every session.
- **Safe Training Environment:** Equipment is inspected before use.

- **Child Supervision:** Gymnasts requiring assistance are escorted to toilets and drink breaks, with priority for the disability toilet.
- **Equipment Care:** All equipment is used responsibly and stored properly after use.
- **Injury Prevention:** Gymnasts complete warm-ups and cool-downs to minimise injury risk.
- **Lesson Planning:** Sessions are efficiently structured for safety and skill development.
- **Break Supervision:** Gymnasts consume snacks and drinks in the designated Loft area.

First Aid & Emergency Response

- **Injury & First Aid:** All injuries are taken seriously, and post-injury training plans are provided.
- **Qualified First Aid Provision:** A certified first aider is always on-site, and accident procedures are strictly followed.
- **Incident Reporting:** All incidents and disclosures are documented as per the BG Child Protection Policy (2012).
- **Fire Safety Compliance:** All fire safety procedures are adhered to.
- **Preventing Isolation:** Gymnasts are never trained alone; a responsible adult must always be present.
- **Transport Guidelines:** Coaches must not transport gymnasts alone or allow them to stay overnight at their homes.

Development

PSG promotes a positive coaching environment that fosters motivation, well-being, and a love for gymnastics by:

- **Establishing Clear Expectations:** Gymnasts understand their roles and responsibilities.
- **Defining Behavioural Standards:** Setting and maintaining clear guidelines.
- **Encouraging Personal Responsibility:** Gymnasts take ownership of their performance and conduct.
- **Providing Positive Reinforcement:** Encouragement and structured support enhance development.
- **Delivering Effective Communication:** Clear, concise instructions improve learning.
- **Offering Constructive Feedback:** Individual criticism is given privately, while praise is shared publicly.
- **Promoting Excellence:** Gymnasts are encouraged to strive for success through commitment, effort, and teamwork.
- **Ensuring Fair & Equal Treatment:** All gymnasts are treated fairly, irrespective of ability level.
- **Recognising Individual Needs:** Coaches adapt their approach to accommodate different learning styles.

Professionalism

All PSG coaches, volunteers, and employees uphold high professional standards by:

- **Following Leadership Directives:** Adhering to instructions from Head Coaches, Managers, and the Committee.
- **Maintaining Timely Communication:** Informing the Head Coach of lateness or absences via email or message
- **Ensuring Punctuality:** Arriving at least 10 minutes before sessions begin.
- **Requesting Leave Appropriately:** Seeking prior approval for holiday requests.
- **Upholding Professional Conduct:** Consistently demonstrating high behavior and appearance standards.
- **Displaying Competence & Judgment:** Making sound decisions and resolving problems effectively.
- **Acting with Courtesy & Respect:** Treating others with empathy and professionalism.
- **Building Trust & Integrity:** Developing relationships based on ethical behaviour and mutual respect.
- **Using Social Media Responsibly:** Maintaining professionalism and positivity online.
- **Respecting Confidentiality:** Protecting private information and complying with GDPR.
- **Fostering Teamwork:** Cooperating with colleagues to create a supportive atmosphere.
- **Demonstrating Commitment:** Taking full accountability for assigned responsibilities.
- **Pursuing Continuous Development:** Engaging in ongoing professional training and education.
- **Creating a Positive Learning Environment:** Encouraging a culture of growth and improvement.
- **Respecting Gymnasts' Time & Energy:** Keeping training demands reasonable and appropriate.
- **Upholding Ethical Conduct:** Avoiding undue influence over gymnasts for personal gain.
- **Practising Good Sportsmanship:** Accepting decisions made by judges and officials with professionalism.
- **Addressing Disputes Privately:** Raising concerns through appropriate channels.
- **Maintaining a Substance-Free Environment:** Refraining from alcohol and prohibited substances during work or events.
- **Using Appropriate Language:** Ensuring respectful communication at all times.
- **Respecting Personal Boundaries:** Avoiding any form of physical misconduct or verbal mistreatment.

This policy establishes clear expectations for PSG coaches, volunteers, and employees to ensure a safe, respectful, and structured training environment. By adhering to these standards, PSG fosters a positive culture that supports the well-being and development of all participants while upholding professionalism and ethical behaviour.

Parental Responsibilities Summary

Portsmouth School of Gymnastics (PSG) expects all parents, guardians, and carers to support their child's gymnastics journey while maintaining a respectful and positive environment. This Code of Conduct outlines parental responsibilities, behavioural expectations, and communication guidelines to ensure a safe and enjoyable experience for all gymnasts, staff, and club members.

Parental Responsibilities

- **Encouragement & Support:** Ensure your child understands and follows club rules while participating positively in gymnastics.
 - **Fitness to Participate:** Confirm that your child is **physically fit** for training and **inform the coach** of any health concerns that may impact their participation.
 - **Drop-off & Collection:** Gymnasts under 14 must be accompanied to and collected from class by a responsible adult unless parental consent is provided.
 - **Child Supervision in Public Areas:** Parents/guardians are responsible for their child's safety in **changing rooms, entrance lobbies, and other shared spaces**.
 - **Timely Collection:** Ensure children arrive and are picked up on time. If delayed, inform the club immediately.
 - **No Animals on Premises:** Pets are not allowed inside the facility.
 - **Fee Payments:** Training fees and memberships must be paid on time to secure the gymnast's place in sessions.
 - **Dress Code Compliance:** Ensure your child wears appropriate attire **without jewellery** as per the **Code of Dress**.
 - **Keeping Records Updated:** Maintain accurate and up-to-date details on your child's **Love Admin** account.
 - **Notifying Membership Changes:** If a child leaves the club, parents/guardians must provide **written notification** to PSG to process membership cancellation and remove data in line with **GDPR compliance**.
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Facility Rules & Parent Interaction

- **Restricted Gym Access:** Parents are **not allowed inside the gymnastics hall** except for GymLaunch, GymPlay, and GymAbility classes.
 - **Coach Communication:** Parents should not enter the gym during training. If concerns arise, contact **PSG**, who will arrange a discussion with the relevant coach.
 - **Respect for Coaches & Gymnasts:** Avoid ridiculing, punishing, or belittling any child for mistakes or performance.
 - **Encouragement Over Pressure:** Support and encourage your child's **enjoyment and participation**, without **forcing them** to train.
 - **Promoting Personal Growth:** Recognize the importance of personal development, participation, and enjoyment in gymnastics.
 - **Parental Role Awareness:** Be a **supportive parent, not a coach**. Celebrate effort and perseverance, rather than just outcomes.
 - **Respect for Staff & Volunteers:** Show appreciation for coaches and club administrators while encouraging children to do the same.
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Appropriate Conduct & Communication

- **Positive Language & Behavior:** Use respectful language at all times; offensive language, swearing, aggression, or hostility is strictly prohibited.
 - **Raising Concerns Through Proper Channels:** Address concerns with the **Coach, Manager, Welfare Officer, or Committee** via email rather than discussing issues publicly.
 - **Good Sportsmanship:** Recognize and applaud all gymnasts' performances rather than criticizing coaches or other children.
 - **Respect for Diversity:** Be mindful and respectful of cultural and religious differences.
 - **Stay Informed:** Regularly check the **PSG website, notice boards, and emails** for updates, and respond to club communications promptly.
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This Code of Conduct ensures that parents, guardians, and carers foster a **positive, respectful, and supportive environment** within PSG. By upholding these standards, we can create a thriving and inclusive gymnastics community for all participants.

PSG Additional Code of Conduct for Squad Parents

Portsmouth School of Gymnastics (PSG) encourages a **healthy balance** between gymnastics and home life. To maintain a **positive, supportive, and respectful** environment, all parents/guardians of squad gymnasts must adhere to this Code of Conduct. These guidelines ensure fair expectations, appropriate communication, and proper conduct during training and competitions, promoting an enjoyable experience for all gymnasts, coaches, and spectators.

Parental Responsibilities

- **Drop-off & Collection:**
 - Gymnasts under **14 years old** must be accompanied to and from training by a responsible adult unless **written parental consent** is provided.
 - The club reserves the right to **require appropriate collection** where necessary.
- **Commitment to Training & Competitions:**
 - Ensure your child arrives **on time** for scheduled training sessions and competitions.
 - Inform the coach **in advance** of absences, holidays, or other commitments affecting training.
 - Consider competition schedules when booking holidays to **avoid disruptions**.
- **Appropriate Attire & Equipment:**
 - Ensure your child is **dressed correctly** as per the **Code of Dress**.
 - Provide an **adequate supply of drinks**, especially in warm weather.
- **Adherence to Gymnast Conduct Standards:**
 - Encourage your child to follow **all club and gymnast Codes of Conduct**.
 - Remind them to **listen to coaches and follow instructions** for safety and progression.
- **Communication Guidelines:**
 - Use social media **messaging only for emergencies or absences**. Please email or schedule a meeting for other concerns.
 - Establish good communication with the club and coaching staff to support gymnast development.
 - Inform the coach in advance of any injuries or ailment which could affect performance or safety.
- **Respect & Sportsmanship:**
 - Be your child's **biggest supporter** and set a **positive example**.
 - Encourage **sportsmanship, respect, and courtesy** toward gymnasts, coaches, officials, and spectators.
 - Treat all **PSG facilities with care**.

- **Financial Responsibility:**
 - Ensure **all fees are paid on time** to maintain your child's squad place.
 - **Club Engagement:**
 - Stay informed by **reading club emails and the calendar**.
 - Participate in **fundraising and competition preparation** when possible.
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Unacceptable Conduct

- **Challenging Coaching Decisions:**
 - Do not question or confront coaches about **teaching methods or team selection**.
 - **Interfering with Training & Competitions:**
 - Avoid coaching or **communicating with your child** during training, competitions, or breaks (except in emergencies).
 - Do not enter the gym during sessions without **prior approval from the Coach or Club Manager**.
 - **Public Confrontations & Disputes:**
 - Do not discuss, confront, or question coaches in **public** or during a training session/competition.
 - Address concerns **professionally via email or a scheduled meeting**.
 - **Training Outside of PSG:**
 - Gymnasts may only train at **non-PSG venues with express permission** from the Coach or Manager.
 - **Forcing Participation:**
 - Allow your child to participate for **their enjoyment**, not yours.
 - **Inappropriate Language & Behavior:**
 - Do not punish or ridicule children for poor performance or mistakes.
 - Refrain from **swearing, offensive language, or aggressive behaviour** at the club or competitions.
 - **Undermining Coaches:**
 - Never instruct your child to **disregard a coach's guidance** or suggest that a coach is wrong.
 - **Social Media & Public Image:**
 - Engage in **negative social media conduct** regarding your child's gymnastics.
 - Avoid any actions that **bring PSG's reputation into disrepute**.
 - **Prohibited Substances:**
 - **Alcohol, tobacco, and drugs** are not permitted at training sessions or competitions.
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This Code of Conduct ensures that squad parents and guardians uphold the **values of PSG** by fostering a **supportive, respectful, and disciplined environment** for gymnasts. Adhering to these guidelines promotes **fair play, personal growth, and a positive experience** for all involved.

PSG Viewing Policy

PSG Viewing Policy Summary

Portsmouth School of Gymnastics (PSG) aims to create a **positive, focused, and supportive training environment**. The Viewing Policy ensures that all parents and guardians respect training sessions, minimize distractions, and maintain appropriate communication with coaches. Adhering to this policy helps gymnasts **perform at their best without undue pressure** while fostering a **professional and structured** training atmosphere.

Guidelines for Parents & Guardians

- **Restricted Gym Access:**
 - Parents are **not permitted inside the gym** during training sessions unless approved by the **Head Coach or Coach Manager**.
- **Minimizing Performance Pressure:**
 - Some gymnasts feel additional pressure when parents observe their training, which can hinder progress.
 - If a parent's presence is deemed distracting, the **coach may request relocation from the viewing area**.
- **No Sideline Coaching:**
 - Parents should not attempt to **coach their child** or other gymnasts during training or competitions.
 - **Verbal instructions or shouting from the gallery** are strictly prohibited as they interfere with coaching and can pose safety risks.
- **Appropriate Communication with Coaches:**
 - Parents should **not discuss or confront coaches, volunteers, or other parents** about their child's training in public, during sessions, or at competitions.
 - Any concerns must be addressed **through the proper channels**, such as scheduling a meeting.

This Viewing Policy ensures that PSG gymnasts **train in a focused, pressure-free environment**, allowing them to **develop skills effectively**. By following these guidelines, parents and guardians contribute to a **respectful, distraction-free, and professional atmosphere** within the club.

PSG Code of Conduct for Gymnasts

Summary

Portsmouth School of Gymnastics (PSG) is committed to providing a **safe, respectful, and structured** training environment. This Code of Conduct outlines the **expected behaviours and responsibilities** for all gymnasts to ensure they train effectively, develop positively, and contribute to a **supportive club culture**. Gymnasts must adhere to these guidelines to maintain safety, discipline, and respect within the club.

Gymnast Responsibilities

Commitment & Training Etiquette

- Arrive **punctually** and be ready to start training on time.
- Wear **appropriate training attire** as per club guidelines, including **tied-back hair and no jewellery/makeup**.
- Participate in the **warm-up** to prevent injuries.
- Inform a coach of any **existing injuries or illnesses** before training starts or immediately if feeling unwell.
- Listen carefully and **follow all coach instructions**; ask for clarification if needed.
- Stay **committed to training**, maintain a **positive attitude**, and strive to complete assigned tasks to the best of your ability.
- Be mindful of the **impact of your words and actions** on others—**bullying will not be tolerated**.
- Report any concerns regarding **bullying or unfair treatment** to a coach.
- Show **respect to coaches, officials, judges, and fellow gymnasts** by encouraging and supporting them.
- Act as a **positive role model** for younger gymnasts and PSG as a whole.
- Respect and acknowledge **cultural and religious differences**.

- Treat club equipment and facilities with **care and responsibility**.
 - Dispose of **rubbish properly** and keep the gym environment clean.
 - Do not eat, drink, or chew gum inside the gym.
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Prohibited Behaviors

Gymnasts must avoid the following behaviours to ensure safety and maintain PSG's professional standards:

During Training Sessions:

- Wearing **jewellery** (unless properly taped) or keeping **long hair untied**.
- Wearing **inappropriate clothing** (e.g., jeans, skirts).
- Entering the gym before a session **without a coach's permission**.
- Using equipment **without a coach's supervision** or attempting new moves without approval.
- Climbing onto equipment before a session begins.
- Using the **trampoline without a supervising coach**.
- Leaving the gymnastics hall during a session or break without a coach's permission.

Respect & Conduct:

- Using **offensive language** or inappropriate speech.
- Verbally abusing or **disrespecting** other gymnasts or coaches.
- Engaging in **physical violence** toward others.
- Criticising another gymnast's performance.

Health & Safety Violations:

- Attending training **while injured or unwell** without prior coach approval.
 - Eating during training sessions **except during designated breaks or for medical reasons**.
 - Using a **mobile phone** during training.
 - Leaving the club premises without a **parent or guardian**—gymnasts must remain with coaches until collected.
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By following this Code of Conduct, gymnasts contribute to a **safe, respectful, and positive** training environment at PSG. These guidelines ensure fairness, discipline, and professionalism, helping all gymnasts **reach their full potential while fostering teamwork and mutual respect**.

PSG Additional Code of Conduct for Squad Gymnasts

PSG TeamGym squad gymnasts are held to **higher expectations** in commitment, discipline, and sportsmanship. This Code of Conduct outlines **additional responsibilities** specific to squad gymnasts, ensuring a **positive, respectful, and professional** approach to training, competitions, and club representation.

Commitment & Training Expectations

- Attend **all regular and extra training sessions**, especially before competitions.
- Notify the **coach in advance** if unable to attend a session.
- Stay **within the gymnastics hall during breaks**, unless supervised by a coach.

Sportsmanship & Competition Conduct

- Always **demonstrate good sportsmanship** in training and at competitions.
- Respect **coaches, teammates, judges, officials, and competitors**, regardless of competition results.
- Support PSG teammates by **watching and applauding** their performances.
- Remain at **competition venues until medal ceremonies** are completed (if required), as failure to do so may **invalidate results**.
- Maintain **positive club representation** at all events, including squads, trials, and competitions.
- Follow the **competition dress code**, ensuring PSG attire is worn properly.
- Use **social media responsibly** when discussing gymnastics, ensuring a **positive reflection of self, team, and club**.

Gym & Equipment Maintenance

- Assist coaches in keeping the **gym hall and equipment area clean and organized**.
 - Clear any **training preps** after use.
 - Help **tidy the hall at the end of each session** and before competitions.
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Prohibited Behaviors

Squad gymnasts must avoid the following behaviours to maintain professionalism and respect within PSG:

Conduct & Respect

- **Disrespecting teammates or coaches**, including rude or confrontational behaviour.
- **Verbal abuse or inappropriate language** directed at teammates or coaches.
- **Celebrating another gymnast's failure** or mistakes in training or competition.
- **Criticising teammates, competitors, coaches, or officials.**

Competition & Training Integrity

- **Leaving the gymnasium** during a squad session, trial, or competition **without a coach and official consent.**
- Training at **another club or venue** without the supervision of a PSG coach or **Coach Manager's approval.**
- **Using alcohol, tobacco, or drugs** at any training session or competition.

Disciplinary Actions

Failure to comply with the PSG Squad Gymnast Code of Conduct may result in:

1. **Verbal Warning**
2. **Written Warning & Parental Meeting**
3. **Suspension from Training Sessions**

Coaches and PSG management reserve the right to apply disciplinary actions at their discretion.

Squad gymnasts **represent PSG at the highest level** and must uphold the club's values of **dedication, respect, and professionalism.** By following this Code of Conduct, gymnasts contribute to a **positive, supportive, and high-performing training environment.**

PSG Code of Dress

The Code of Dress at Portsmouth School of Gymnastics (PSG) is designed to **ensure the safety, comfort, and professionalism** of all participants and coaches. Adhering to these guidelines minimises injury risks and maintains a high standard of presentation during training and competitions.

General Dress Code Guidelines Coaches / Gymnasts

- **Appropriate Attire:**
 - Clothing must **allow free movement** and not be excessively loose or tight to avoid hazards.
 - **Buckles, zips, and clasps are prohibited** as they pose a safety risk.
 - **Raised adornments on clothing are not permitted.**
 - **PSG Kit:**
 - PSG training kit is **regularly available for purchase** for all members.
 - **TeamGym squad gymnasts** are encouraged to wear black/grey training attire.
 - **Competition Kit:** Team gym squad gymnasts must wear **official club competition attire.**
 - **Coach Attire:**
 - All PSG coaches and staff **must wear the official club kit** during sessions.
 - Black leggings, trousers or shorts
 - **Hair & Accessories:**
 - **Long hair must be tied back** to prevent accidents.
 - **Long fingernails pose a risk** and should be kept at a safe length.
 - **Footwear:**
 - Gymnasts should train **barefoot, in gymnastics slippers, or in socks.**
 - On trampolines, it is **preferred that socks or appropriate gymnastics footwear** be worn.
 - **Eyewear:**
 - Gymnasts and coaches wearing **spectacles must minimise risks** by using flexible frames, elastic sports bands, or contact lenses.
 - **Concessions & Risk Management:**
 - Any dress code exceptions must be within the bounds of **reasonable safety.**
 - **Risk assessments** will be conducted by the coach in charge.
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Jewellery & Body Piercing Policy

- **General Rule:**
 - Jewellery and adornments **must be removed** to reduce the risk of injury.
 - **Coaches Responsibilities:**
 - While performing spotting or physical support, **coaches must remove all jewellery.**
 - Coaches **evaluating performance or giving verbal instruction** may wear jewellery.
 - **Special Circumstances:**
 - **Jewellery that cannot be removed** (e.g., rings, dermal piercings) must be covered with **protective tape.**
 - **Newly pierced ears** should be **taped for up to six weeks**, but earrings must be removed as soon as possible.
 - **Religious and medical jewellery** may be permitted if it does not pose a safety risk, but participation may be restricted if a risk assessment deems it hazardous.
 - For more details, refer to the **British Gymnastics (BG) Policy on Body Piercing and Adornments (2015).**
-

Risk & Compliance

- The **coach in charge** is responsible for conducting **safety assessments.**
 - If a **significant risk** is identified, the coach **must prohibit participation.**
 - Safety concerns will override any other considerations, including religious, medical, or personal preferences.
 - **Failure to comply** with the Code of Dress may result in a gymnast being prohibited from participation and could invalidate their insurance coverage in the event of an accident.
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PSG's Code of Dress ensures a **safe and professional** training environment. Compliance with these guidelines helps prevent injury, promotes team identity, and upholds club standards. By following this policy, gymnasts and coaches contribute to a **disciplined, respectful, and high-performing gymnastics culture.**

PSG Accident & Emergency Procedures

Portsmouth School of Gymnastics (PSG) prioritises the **safety and well-being** of all gymnasts, coaches, and staff. These **Accident & Emergency Procedures** ensure clear guidelines for handling **fire emergencies, injuries, and accident reporting**. All individuals must familiarise themselves with these protocols to maintain a **safe and efficient response** to emergencies.

Emergency & Safety Procedures

Fire or Emergency Alert

- If the **alarm sounds**, follow these steps **immediately**:
 - Exit the building via the **nearest Fire Exit**.
 - **Do not allow gymnasts to leave unaccompanied**; keep them in their assigned groups.
 - **Do not stop** to collect personal belongings.
 - Unless instructed otherwise by PSG staff, proceed **immediately to the assembly point**:
 - **Assembly Point**: At the end of Marshlands Spur.
 - **Do not re-enter** the building until PSG staff or the **Coach in Charge** declares it safe.
-

Injury Response & First Aid Procedures

- **First Aid Resources**:
 - **First aid boxes** are available at the back of the gym, in reception and the Loft. Notify the administration team if supplies need replenishing.
 - A list of **trained and qualified First Aiders** is posted on the notice board next to the first aid boxes. Also, around the gym.
 - An **ice machine** is available in the office/kitchen and Loft.
 - **Accident report forms** are stored in a **red lockable file** in the bottom cupboard in the office/kitchen.

- **Medical Emergencies:**
 - All **coaches, helpers, and participants** must comply with **British Gymnastics (BG) and Club Health & Safety Policies**.
 - If a **serious accident occurs**, contact **emergency services** immediately.
 - **Provide the club's address** to emergency responders:
 - **Unit 2, Marshlands Spur, off Marshlands Road, Farlington, PO6 1TL.**
 - Give the mobile number of the **First Aider on duty**.
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Accident Reporting Procedures

- **Minor Accidents:**
 - If first aid is required in the gymnastics hall, an **accident form must be completed**.
 - If the gymnast is unable to return to training, an accident form must also be completed.
 - **Serious Accidents (Requiring Hospital Treatment):**
 - Must be recorded in the **accident report** and reported to the **Head Coach**.
 - The Head Coach will **inform British Gymnastics (BG)** of the incident.
 - The **parent/guardian** must be informed by the end of the session, regardless of injury severity.
 - The accident form must be **signed by the parent/guardian**.
 - If hospital treatment is needed, the **Coach Manager must be notified**, and the accident must be reported to the **British Gymnastics Insurance Centre**.
 - **Equipment-Related Incidents:**
 - If an accident occurs due to **equipment failure**, an **incident form must be completed**.
 - The **Coach Manager** / HSE must receive the report for further action.
 - An incident may include:
 - Damaged mats or faulty equipment.
 - Any equipment failure that causes injury.
 - PSG staff will verify and determine if an **external report** is needed.
-

By following these **Accident & Emergency Procedures**, PSG ensures a **quick, safe, and organised** response to incidents. All gymnasts, coaches, and staff must be aware of these guidelines to **prevent injuries** and **handle emergencies efficiently**. Regular review and compliance with these procedures help PSG maintain a **safe training environment** for everyone.

PSG Anti-Bullying Policy

Portsmouth School of Gymnastics (PSG) has a **zero-tolerance approach to bullying**. Any form of **disruptive, threatening, or inappropriate behaviour** will not be tolerated. This policy defines bullying, provides examples within gymnastics, and outlines the disciplinary actions PSG will take to address such behaviour.

Definition of Bullying

Bullying is defined as **any repeated or intentional behaviour** that causes harm or distress to another individual. It can take various forms, including:

- **Emotional:** Exclusion, tormenting, or threatening gestures.
 - **Physical:** Pushing, kicking, hitting, punching, or any form of violence.
 - **Racist:** Racial taunts, graffiti, or offensive gestures.
 - **Sexual:** Unwanted physical contact or inappropriate sexual comments.
 - **Homophobic:** Behavior targeting an individual's sexuality.
 - **Verbal:** Name-calling, sarcasm, spreading rumours, or teasing.
 - **Cyberbullying:** Misuse of technology, including:
 - Social media harassment.
 - Abusive text messages, emails, or calls.
 - Unauthorised use of images, videos, or personal information.
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Examples of Bullying in Gymnastics

Bullying in a gymnastics environment can manifest in different ways, such as:

- **Gymnasts intimidate teammates**, including sending abusive messages online.
 - **Coaches adopt a 'win-at-all-costs' mentality**, using shouting, name-calling, or neglecting athletes.
 - **Parents place excessive pressure** on their children, leading to distress or harm.
 - **Senior coaches intimidate younger coaches**, particularly those under 18.
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PSG Disciplinary Action – Three Strikes Policy

PSG enforces a **strict three-strike policy** to address bullying:

1. **First Strike:** Verbal Warning
 - The bully will receive an official **verbal warning**.
 - They must **apologise to the victim**.
 - PSG will inform the **bully's parents** of the incident.
2. **Second Strike:** Written Warning & Disciplinary Action
 - If bullying behaviour continues, a **formal written warning** will be issued.
 - Additional **disciplinary action** may be imposed as necessary.
3. **Third Strike:** Suspension or Expulsion
 - If behaviour does not improve, the gymnast may be **suspended or expelled** from PSG.
 - The **Head Coach/Club Manager** has the final decision on this action.

PSG is committed to maintaining a **safe, respectful, and supportive** environment. **All allegations of bullying will be taken seriously** and dealt with promptly. By enforcing this policy, PSG ensures that every gymnast, coach, and parent contributes to a **positive and inclusive club culture**.

PSG Equality Policy

Summary

Portsmouth School of Gymnastics (PSG) is committed to promoting **equality, diversity, and inclusion** within the sport of gymnastics. This policy ensures that all individuals, regardless of background, have the **opportunity to participate in a safe and discrimination-free environment**.

Commitment to Equality

- PSG **fully subscribes** to the principles of **equality of opportunity**.
 - Every individual has the right to **participate in gymnastics without fear of discrimination**.
 - The club actively promotes **fair treatment and inclusion** for all gymnasts, coaches, and staff.
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British Gymnastics Equality Policy

- PSG has **adopted and adheres** to the **British Gymnastics (BG) Equality Policy**.
 - This policy ensures that **everyone, regardless of age, gender, race, disability, sexual orientation, religion, or socio-economic background**, is treated with respect and fairness.
 - PSG aligns its practices with **BG guidelines** to maintain a **safe, inclusive, and welcoming** environment.
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Further Information

For full details on **equality in gymnastics**, please refer to the **British Gymnastics Equality Policy**, which can be found on the **British Gymnastics website**.

Portsmouth School of Gymnastics (PSG) is fully committed to upholding the **policies and standards** set by **British Gymnastics (BG)**. By adopting these policies, PSG ensures a **safe, ethical, and well-regulated** environment for all participants.

Adopted British Gymnastics Policies

PSG adheres to the following **British Gymnastics (BG)** 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**
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Further Information

For full details on each policy, please visit the **British Gymnastics website**.

Viewing Gallery, Facility & Safety Guidelines

- **Parking is available** at the facility.
- Enter through the **main entrance** and proceed upstairs to the Gallery.
- **Children must be supervised at all times** while in the Gallery.
- **No running** in the Gallery or foyer.
- **Report any spillages or breakages** to a staff member immediately.
- **No climbing or hanging** on the Gallery glass balustrade.
- **Chair and stool usage:**
 - **Children under 12 are not permitted** to sit on chairs or stools at the Gallery balustrade.
 - **All chairs and stools must be returned** after use and kept away from the balustrade.
- **Children may sit** on the viewing bench, floor, or tables provided away from the balustrade.
- **Jumping from the Gallery is strictly prohibited.**
- **No climbing** on chairs, stools, or tables.
- **Adults must remain vigilant** in monitoring Gallery usage.
- **Drinks & Personal Items:**
 - **Hot and cold drinks must not be placed on the balustrade.**
 - **Nothing should be placed or held over the balustrade edge.**
 - **Gallery lockers are provided** to minimise personal belongings becoming a trip hazard.

Facility Conduct & Prohibited Behaviors

- **The Loft Café** is available for members.
 - **No smoking** is permitted on the premises.
 - **Alcoholic beverages and illegal substances** are strictly prohibited.
 - **Anyone under the influence of alcohol or drugs** will not be permitted entry.
 - **All members and visitors must treat others and PSG staff with respect.**
 - Members are expected to **exercise common sense** while using the facility.
 - **PSG is not liable for injury or death** of any member or guest unless resulting from negligence or failure to take reasonable care.
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Acknowledgment & Compliance

By entering and using The Gallery, members confirm that they have **read, understand, and agree** to abide by this Code of Conduct. Any violation of these rules **may result in access to the PSG facility being revoked.**

PSG SensorySpace Code of Conduct

The **SensorySpace** at Portsmouth School of Gymnastics (PSG) is designed to provide a **fun, inclusive, and safe** environment for all participants. This Code of Conduct ensures that users respect the space, equipment, and other participants. By booking a SensorySpace session, all users agree to the following rules.

General Rules & Conduct

- **No outdoor shoes** are allowed in the SensorySpace.
- Participants must maintain a **fun and inclusive ethos**.
- **No food, drinks, or consumables** are permitted inside the SensorySpace.
- All users must **treat others and property with respect**.
- The **maximum capacity** for the room is **8 persons**.
- Usage of SensorySpace is **subject to availability**.
- **Children must be supervised** by an adult guardian at all times.
- The **responsibility for participant behaviour and care** lies with the adult making the booking, not the PSG staff.

Health & Safety Guidelines

- **Footwear must be removed** before entering the SensorySpace and stored in the changing room or Gallery lockers.
 - A **personal padlock** may be used to secure belongings.
 - Notify a **PSG staff member** before entering the SensorySpace.
 - **Only PSG-trained staff** may operate electrical switches and sensory equipment.
 - **All switches must be turned off** when leaving the SensorySpace.
 - If any items suffer **wear and tear or damage**, notify a PSG staff member for repair or removal.
 - PSG staff are **qualified in first aid**.
 - PSG will **maintain and ensure** proper upkeep of sensory equipment.
 - **Infectious children are not permitted** to enter the SensorySpace.
 - Children who have had **sickness or diarrhoea** must wait **48 hours** after their last incident before visiting.
 - PSG reserves the right to **refuse admission** to any child who appears unwell.
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Use of Technology & Personal Items

- Users may take **photos of their children** but must **not take selfies or photos of other SensorySpace users**.
 - The use of **mobile phones is strictly prohibited in changing rooms**.
 - Equipment use is **entirely at the risk of the adult guardian**.
 - All users must **leave the SensorySpace in the same condition** they found it.
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By following this Code of Conduct, all participants contribute to a **safe, respectful, and enjoyable experience** in the SensorySpace. PSG expects all users to **comply with these rules**, ensuring that the facility remains a welcoming and inclusive environment for all.

SensorySpace Membership Rules & Conditions

Membership Guidelines

- **SensorySpace is available to all PSG families.**
- Membership is available as an **Optional Extra** via the **LoveAdmin** account.
- All **relevant policy documents must be completed online** before the first session.
- Payment will be requested **monthly between the 1st – 7th**.
- PSG reserves the right to **adjust membership pricing** if necessary.
- Membership is renewed **monthly at PSG's discretion** until official written cancellation is received.
- **Membership remains active for one month** from the date of sign-up.
- SensorySpace will be **available for use during all PSG opening times**
- **Prior booking is not required**, but PSG reserves the right to introduce a booking system if necessary.

Updating Membership Details

- Members must inform PSG **immediately of any changes** to contact or bank details.

By following this Code of Conduct and Membership Rules, all participants contribute to a **safe, respectful, and enjoyable experience** in the SensorySpace. PSG expects all users to **comply with these rules**, ensuring that the facility remains a welcoming and inclusive environment for all.

PSG The Hub Code of Conduct

The **Hub** at Portsmouth School of Gymnastics (PSG) is a **non-intimidating, inclusive, and professional** fitness environment designed for PSG members and families. This code of conduct ensures a **safe, respectful, and enjoyable experience** for all users.

Facility & Equipment Overview

The Hub is an exclusive fitness space for PSG members, equipped with:

Cardio & Strength Equipment

- 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 Pulley Cable Machine

Functional Training Area

- 6-Meter CrossFit Monkey Rig
 - Wall Bars
 - Smith Machine
 - Hip Thrust Machine
 - Trap Bar
 - Free Weights, Battle Ropes, Slam Balls
-

General Rules & Conduct

- **A key code will be provided** to members for access.
- **All members must watch the PSG Safety & Operational Video** before attending.
- **Parking is available** at the facility.
- Enter through the **main entrance** and proceed upstairs to The Gallery.
- **All personal belongings must be secured** in The Gallery lockers; personal padlocks may be used.

- **Do not enter the gymnasium during classes.**
 - **Access showers/toilets** via The Gallery during classes.
 - **Report injuries or equipment issues** to a PSG staff member immediately.
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Dress Code & Personal Items

- **Proper athletic attire is required** at all times.
 - **No jeans or street shoes** are allowed.
 - **Shirts must be worn at all times** (crop tops permitted for women).
 - **No food or protein shakes** in the gym; water is permitted.
 - Minimise **mobile phone use**; calls must be taken outside.
 - **Do not take selfies or photos of other users.**
 - **No phone use in changing rooms.**
 - **Headphones must be worn** if listening to music.
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Gym Etiquette & Equipment Usage

- Show **respect to all members.**
 - Share equipment and **alternate use** when necessary.
 - **Use equipment properly** and ask staff or the Personal Trainer for assistance if unsure.
 - **Do not drop weights or remove equipment** from The Hub.
 - **Cardio machines have a 20-minute limit** if others are waiting.
 - **Limit training time to 10 minutes per machine** during peak hours.
 - **Monopolising equipment is not permitted.**
 - Maintain **correct posture** and ensure **machine settings are adjusted correctly.**
 - **Return all weights and equipment** to their proper storage area.
 - **Heavy weightlifting on the bench press requires a spotter** (not required for Smith Machine use).
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Behavioural Expectations

- **Appropriate language and volume must be maintained.**
- **No swearing, cussing, or threatening behaviour.**
- **Use a towel to wipe down equipment** after use.
- **No smoking on the premises.**
- **Alcoholic beverages and illegal substances are strictly prohibited.**
- **Members under the influence of alcohol or drugs will be denied access.**

- Members must not use The Hub if suffering from a **contagious illness or injury** that could pose a health risk to others.
 - **Children are not permitted in The Hub** and must be supervised in The Gallery or Loft areas.
 - Members must **treat each other and PSG staff with respect**.
 - Members are expected to **exercise common sense and adhere to gym etiquette**.
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Compliance & Revocation of Privileges

Failure to adhere to this Code of Conduct may result in the **revocation of Hub access privileges**. For any concerns, please contact the PSG Personal Trainer:

ENB Fitness – Emilie

- **Phone:** 07711049232
 - **Email:** enbfitness@hotmail.com
-

Acknowledgment & Agreement

By accessing The Hub, members confirm that they have **read, understand, and agree** to abide by this Code of Conduct. Violations of these rules **may result in revoked privileges**.

PSG The Hub Rules & Conditions of Membership

The Hub at Portsmouth School of Gymnastics (PSG) provides a **safe, inclusive, and professional** fitness environment. Membership is subject to the rules outlined below, ensuring fair usage, safety, and respect for all users. PSG reserves the right to **refuse entry or revoke membership** for any individual whose behaviour or appearance is deemed unsuitable or detrimental to the facility.

Membership Guidelines

- **Eligibility:** Members aged **14-17 years** may use The Hub with adult supervision.
- **Personal Training (PT) & Coaching Packages:**
 - **PT Induction Packages** available
 - **PT Packages** available
 - **Online Coaching Packages** available
- **Membership Sign-up:**
 - Membership is available via our website
 - All **relevant policy documents must be completed online** before attending the first session.
- **Payment & Fees:**
 - Payment will be requested **monthly between the 1st – 7th**.
 - **PSG Single Membership**
 - **PSG Joint Membership** (2 family members).
 - **PSG Family Membership** (3+ members).
 - **No joining fee** is required for The Hub.
 - PSG reserves the right to **adjust membership pricing** as necessary.
- **Access & Usage:**
 - The **access code to enter The Hub** will be provided via email upon successful registration.
 - **Hub members require PSG membership**
 - **No prior booking is required**; however, PSG reserves the right to introduce a booking system if necessary.
- **Membership Renewal & Cancellation:**
 - Membership remains active for **one month** after sign-up.
 - Membership will renew **monthly at PSG's discretion** until an **official written cancellation** is received.
- **Updating Membership Details:**
 - Members must inform PSG **immediately of any changes** to contact or bank details.

By signing up for membership at The Hub, users agree to **abide by all PSG policies and conditions**. Failure to adhere to these rules may result in **membership cancellation or access revocation**. For any concerns or queries regarding **PT packages or membership**, please contact:

PSG is committed to **providing a professional and welcoming fitness environment** for all members.

The Hub Consent Agreement

Participation in any fitness activity at The Hub within Portsmouth School of Gymnastics (PSG) carries **inherent risks**. This consent agreement outlines **members' responsibilities, health considerations, and liability disclaimers**. By using The Hub, members acknowledge these terms and agree to adhere to them.

Facility Modifications & Liability

- PSG reserves the right to **modify the facility, hours, and classes** with reasonable notice.
- PSG is **not liable for inconvenience** caused by such changes.
- Members are responsible for their **personal belongings**; PSG is **not liable** for loss, theft, or damage unless due to negligence.

Health & Safety Acknowledgement

- Members acknowledge that participation in **physical activities** (e.g., aerobics, walking, running, cycling, rowing, weight training) **carries inherent risks**.
- Training may result in **injuries, including but not limited to muscle, ligament, joint, bone, and tendon damage**.
- Members must **monitor their physical condition** during workouts.
- If experiencing **unusual symptoms**, members must **immediately stop activity** and notify staff.
- Members **should not exercise if injured or taking prescribed medication** that may impact physical activity **without prior medical approval**.
- PSG **recommends a medical examination** before starting any new fitness activity.

Medical Screening

If a member answers **YES** to any of the following questions, they must **seek medical advice** before participating in activities at PSG:

1. Has your doctor ever advised you to **only** perform physical activity recommended by a doctor?
2. Do you experience **chest pain** during physical activity?
3. Have you had **chest pain in the past month**, even when not exercising?
4. Do you experience **dizziness, loss of balance, or fainting**?
5. Do you have a **bone or joint problem** that could be worsened by exercise?

6. Is your doctor currently prescribing **medication for blood pressure or heart conditions**?
7. Are there **any other medical reasons** preventing you from physical activity?

Liability Disclaimer

- PSG **does not accept liability** for injury or death of any member or guest **unless** due to **PSG's negligence or failure to exercise reasonable care**.

By using The Hub, members **accept personal responsibility** for their health, agree to **self-monitor their condition** and **acknowledge the risks** associated with physical activity. For any health concerns, members should consult a **medical professional before participation**. PSG remains committed to providing a **safe and professional fitness environment** for all members.