

Kirkcaldy Gymnastics Club Manual 2021

**Kirkcaldy
Gymnastics
Club**



www.kirkcaldygyclub.org

www.facebook.com/kirkcaldygyclub

Training at Kirkcaldy High School and Bruce Street Hall, Dunfermline



Welcome

Welcome to Kirkcaldy Gymnastics Club (KGC). We are a recreational and competitive club, for men's (MAG) and women's artistic gymnastics (WAG). Our coaches are all highly qualified to ensure that your gymnast trains in a safe and fun environment.

Our aims

The aim of the Club is to develop, promote and encourage the sport of gymnastics by:

- a) Providing recreational and competitive gymnastics sessions under the supervision of qualified coaches
- b) Encouraging the development of coaches, officials and administrators within the Club and providing opportunity for qualification and experience
- c) Supporting the aims of Fife Gymnastics Network, Scottish Gymnastics and British Gymnastics

About Us

We are a recreational gymnastics club established in 1990, and pride ourselves as being part of the local community. We cater for both boys and girls from 5 years old, from beginners through to advanced levels, and currently have around 130 members. Gymnasts train in the games hall of Kirkcaldy High School up to 3 times a week, and those who show potential may also be invited to trial for the Fife Gymnastics Club Development Squad. All sessions are taken by qualified coaches, many of whom have come through the club themselves.

Kirkcaldy Gymnastics Club has a wide range of training facilities and equipment allowing gymnasts to start work at a basic level on all pieces of apparatus. Through structured training gymnasts will build confidence, co-ordination, body awareness, flexibility and strength, whilst learning and having fun with friends.

We are also a competitive club, and regularly compete in local and national competitions. We hold an annual open beginners competition in March, our own club championship each year in June, and in November we have a sponsored obstacle course raising vital funds for local charities or for those which affect our members. We complete a mixture of SGA badge, competition, skills and apparatus work.

A waiting list is in operation for all new members due to limited spaces.

Coaches

Head Coach – Lorraine Thomson

Assistant Head Coach – Kerrie Taylor

Level 3	Club Coach (Level 2 +)	Assistant Coach (Level 1)	Trainee Coach	Helper
Jade Tullis	Lorraine Thomson	Natalie Tullis	Keyarah Deamer	Kayla McDowat
Kerrie Taylor	Frankie Deamer	Karina Williamson	Hannah Payne	Kyle Thomson
	Islay Connelly	Lucy Thomson	Rebecca MacMillan	Kelyn Paton
	Dawn Blair	Nadia Gibson	Shannon Law	Anna Davidson
	Joanne Hodge		Scott Purdie	
	Katrina Jones			
	Kelly Watson			
	Claire Wallace			

<u>Club Judges</u>	<u>Schools Floor and Vault Judges</u>
Jade Tullis	Hannah Williamson
Joanne Hodge - WA	Lucy Thomson
Lorraine Thomson - WA	Karina Williamson
	Nadia Gibson

Pictures of all coaches with their qualifications can be found on our website www.kirkcaldygymclub.org and by clicking on the coaches tab.

Membership

All gymnasts must be registered on the British Gymnastics portal for Data Protection and Insurance purposes:

<https://register.british-gymnastics.org/gymnet/register/registerstart>

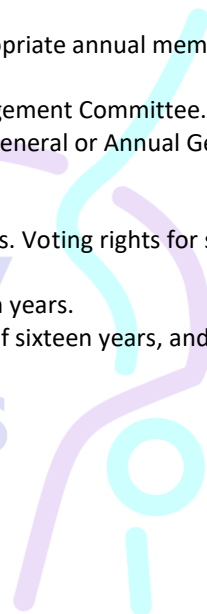
If the gymnast is under 16, a parent/guardian must do this on their behalf. Membership costs are paid by KGC, as these are incorporated into our monthly fees. There are different levels of membership.

All new gymnasts to the club need to register as a Recreational gymnast. *One of our coaches will notify you if your child's membership is required to be upgraded for higher level competitions.*

All members are subject to the constitution of KGC and the regulations of the National Governing Body (Scottish Gymnastics).

- a) Membership is open to all and no application for membership will be refused other than on reasonable grounds.
- b) There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
- c) All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.
- d) Each fully paid up member may be elected and serve on the Management Committee.
- e) Each fully paid up member shall be entitled to attend and vote at General or Annual General Meetings.
- f) Members shall consist of,
 1. Junior gymnasts who have not attained the age of sixteen years. Voting rights for such members will be vested in their parent or guardian.
 2. Senior gymnast members who have attained the age of sixteen years.
 3. Ordinary members who are those who have attained the age of sixteen years, and take an active interest in any aspect of the organisation of the Club.

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Training

The club runs sessions five times a week, on a Monday, Tuesday, Wednesday and Thursday evening, and a Saturday morning. Details of the clubs training schedule are given below.

Session	Level	Venue	Time
Monday	Development / Intermediate (Competition gymnasts by invitation only)	Kirkcaldy High School (Games Hall)	6pm – 7.40pm (7 years and under) 6.10pm - 7.50pm (8 yrs +)
Tuesday	Beginner / Intermediate	Kirkcaldy High School (Games Hall)	7pm – 8.30pm
Wednesday	Beginner / Intermediate	Kirkcaldy High School (Games Hall + Boys Gym)	6pm -7.40pm (7 yrs and under) 6.10pm - 7.50pm (8 yrs +)
Thursday	Intermediate / Advanced (Competition gymnasts by invitation only)	Bruce Street Dunfermline	7pm - 9pm
Saturday	Beginner / Intermediate	Kirkcaldy High School (Games Hall)	9.45am – 11.15am 11.30am – 1pm

All sessions involve a mixture of conditioning, skill development, floor and apparatus work. The emphasis is on a fun safe progression for each individual gymnast, and we regularly present SGA progress certificates and badges. Gymnasts are asked to adhere to the code of conduct and wear appropriate clothing (see dress code).

Development Session (Monday: invitation only)

2nd Session per week

These sessions take place in the games hall at Kirkcaldy High School on a Monday evening, and are by invitation only. Attendance will improve conditioning, performance of skills and provide increased opportunities to learn new skills. Gymnasts are invited by coaches if they feel the gymnasts are of a suitable standard, motivated, well behaved and prepared to work hard. **Monday gymnasts are expected to take part in all suitable competitions. If a gymnast no longer wishes to compete for KGC their Monday place will be subject to review.**

Advanced Session (Thursday: *invitation only*)

3rd Session per week

Thursday sessions are aimed at gymnasts with an excellent attitude and potential for the future. Bruce Street Dunfermline is a dedicated facility with a sprung floor, resi pits and permanently set up beams, asymmetric bars, parallel bars, rings and much more. Gymnasts will work on all aspects including conditioning and skills development/improvement in all disciplines. **Thursday gymnasts are expected to take part in all suitable competitions. If a gymnast no longer wishes to compete for KGC their Thursday place will be subject to review.**

Drop off and Pick up

Parents/guardians **must** come into the gym with their child, and at the end of the session, to collect them. No gymnast should be dropped off/collected in the car park, unless a signed authorisation letter is received by KGC.

Gymnast of the Month

Every month we award two gymnasts the “Gymnast of the Month” trophy. These are given to gymnasts who have been identified by coaches for training hard, mastering new moves, having good discipline etc.



Uniform/Dress Code

To take part in training sessions gymnasts are encouraged to wear a leotard (club leotards are available to purchase for both boys and girls) although shorts and a t-shirt which can be tucked in are acceptable. Shoes and socks must be removed. Jumpers, leggings and jogging bottoms are permitted during the warm up (in the colder months of the year) but must be removed prior to performing skills. Long hair must be tied back appropriately and no jewellery to be worn. If ears have just been pieced and cannot be removed parents / guardians must provide tape / plasters to tape them up prior to the session.



Costs

The first session for all new members is **FREE!** Fees are paid monthly by standing order and vary depending on how many sessions the gymnast does per week. Standing order should be set up for the 1st of the month following your child starting. All other sessions in the first month are charged at £7.50 each which can be paid by BACS or in cash. Payments are calculated and made over 12 months of the year regardless of school holidays to keep the process as simple as possible.

From September 2015, the fees are:

1 session per week (Tuesday, Wednesday or Saturday) = £30 per month

2 sessions per week = £50 per month (by request / invitation and subject to available spaces)

3 or 4 sessions per week = £55 per month (invitation only)

These amounts include a payment for the annual Scottish Gymnastics registration fee and insurance.

If your gymnast is selected to train for the Fife Gymnasts Development Squad there will be separate additional fees incurred through Fife Gymnastics Club. You would be informed / consulted on this before making a commitment.

Competitions:

Gymnasts may be invited by the coaches to take part in competitions, and when they are representing KGC, they must wear a club leotard. Leotards and tracksuits can be purchased from Julie the Uniform Secretary. Contact Julie via email at: uniform@kirkcaldygymnasticsclub.co.uk to request sizes / check availability.

Coaches will issue a permission slip for all competitions that your child will be entered into. There will be an entry fee for any competition your child is entered into. The coaches will inform you of the amount and the deadline for payment. If the payment / permission slip deadline is missed, your child **will not** be entered.

Competition fees and payment for uniforms should be paid directly into the KCG bank account or if paying cash please place in an envelope, clearly labelled with your child's name, the amount due and what for.

Communication

Most of our communications are emailed out to parents/guardians. Please ensure that we have your most up to date contact details.

KGC have a facebook page, www.facebook.com/kirkcaldygyclub where you will find reminders of competitions, updates to Kirkcaldy High School Community Use, holiday closures etc.

Our website www.kirkcaldygyclub.org is regularly updated with competition results, gymnast of the month and updates to coaches qualifications.

If you have any questions please ask your child's coach in the first instance, or speak to the Head Coach or Assistant Head Coach.

If you do not feel comfortable speaking to a coach, please contact the KGC Safeguarding Officer Vicky Marshall at safeguardingofficer@kirkcaldygymnasticsclub.co.uk

Committee 2019/20

Chairperson – Kevin Thomson

Vice Chairperson – Sally Thomson

Secretary – Dawn Blair

Treasurer – Kevin Thomson

Minutes Secretary – until further notice: Dawn Blair

Uniform – Julie Payne

Safeguarding – Robert Gassner

Media – tbc

Coaching Representative – Lorraine Thomson

General Members – Lynda Law, Lynn Meeks, Debbie Thomson, Scott Purdie, Lesley Henderson

The committee meet regularly (no less than 3 times a year) and are always looking for new members, please feel free to attend a meeting or pass suggestions onto a current member. Alternatively email secretary@kirkcaldygymnasticsclub.co.uk

The KGC AGM is held yearly in May, and all parents/guardians are invited along. The AGM cannot be held without parents/guardians not currently on the committee attending.

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Emergency Procedures

Should the Fire Alarm sound:

- The building must be evacuated via the nearest fire exit
- Everyone should congregate at the nearest muster point (East car park at main entrance).
- No one should stop to pick up belongings
- No one should re-enter the building until deemed safe by an authorised person
- Coaches will take the register folder with them and account for all gymnasts

Accident procedure

First aid is undertaken by our First Aid Qualified Coaches. The first aid kit is located in the KGC coaches bag and ice packs are located in the cupboard in the games hall (KHS)

In the event of a serious accident the emergency services will be contacted, and an accident report form completed for the club and venue.

Qualified First Aiders:

Coaches: Lorraine Thomson, Kerrie Taylor, Katrina Jones, Islay Connelly, Frank Deamer, Kelly Watson, Jade Tullis, Claire Wallace, Lucy Thomson (tbc), Karina Williamson

Committee: Lee Cullen, Julie Payne, Sally Thomson, Vicky Marshall (tbc)

Safeguarding /Child Protection Policy

KGC will adopt the Scottish Gymnastics Safeguarding – Child Protection Policy

<https://www.scottishgymnastics.org/clubs/safeguarding-coaches-policies-procedures>

All coaches, helpers, judges and appropriate committee members will undergo regular Safeguarding Training and updates through Scottish Gymnastics.

All of our coaches are up to date with their training May 2021.

Safe Recruitment Policy

All coaches, helpers and officials working with children and young people will have a PVG Disclosure carried out through Scottish Gymnastics **before being allowed to help / coach in the gym.**

Complaints + Grievance Procedure

KGC will follow the complaints and grievance process and guidance from Scottish Gymnastics.

Making a complaint:

- Complaints surrounding poor practice and/or child wellbeing issues should be addressed to the club Safeguarding Officer (SO) safeguardingofficer@kirkcaldygymnasticsclub.co.uk
- Complaints not connected with poor practice/child wellbeing should be directed to the Head Coach headcoach@kirkcaldygymnasticsclub.co.uk, chairperson treasurer@kirkcaldygymnasticsclub.co.uk or the Club Secretary secretary@kirkcaldygymnasticsclub.co.uk.

In the first instance, any complaint or grievance should be addressed verbally to the appropriate person. If the outcome is not deemed satisfactory, the grievance should then be put into writing, and the process below followed.

- A complaint is received
- A response to the complainant will be sent within 5 working days, acknowledging receipt of the letter, explaining the process and confirm the timescales which will be followed
- An investigation will take place to gather the facts
- All correspondence and evidence will be considered
- Appropriate action will be taken and the complainant advised of the outcome within 14 days of the complaint

If the complainant is still not satisfied a complaint can be made directly to Scottish Gymnastics.

Lorna Whyte on lorna@scottishgymnastics.org or via telephone on 07500049607 or 0131 271 9733

Equality + Diversity Policy

KGC formally adopt the Scottish Gymnastics (SG) equality and diversity policy, and takes steps to ensure that the committee, members and volunteers behave in accordance with the policy, including where appropriate, taking disciplinary action under the Club's constitution, ensuring that access to membership is open and inclusive, supporting such measures and initiatives that SG may institute or take part in to advance the aims of this policy.

A copy of the policy is available at:

<https://www.scottishgymnastics.org/sites/default/files/imce/SG%20Equality%20%26%20Diversity%20Policy%20FINAL.pdf>

Coaches Code of Conduct

- Coaches must respect and champion the rights of every individual to participate in gymnastics.
- Coaches must develop a relationship with the gymnasts in their care based on openness, honesty, mutual trust, and respect
- Coaches should avoid working alone and unobserved with an individual
- Use only SG advised techniques for spotting and handling
- Coaches should only coach skills included in their level of qualification
- If a group of gymnasts need to be supervised in the changing rooms coaches should supervise in pairs
- Similarly, coaches should avoid transporting gymnasts or, where the need arises, explicit permission from the parent/guardian should be sought and the coach should try to take more than one child, and where possible another adult
- Never engage in rough or sexually provocative games
- Never make suggestive remarks to a member – even in fun
- The coach should at all times be concerned for the safety, well-being, protection and future of the gymnast
- Coaches must demonstrate proper personal behaviour and conduct at all times
- Whilst representing the club, coaches should wear club uniform and be of a clean and tidy appearance
- Coaches should maintain good time keeping and should notify lead coach if running late for any reason
- **Coaches should give at least one week's notice if they are unable to attend a session due to other commitments**
- Coaches should notify the head coach by as early as possible if they are unable to attend a session due to illness or unforeseen circumstances
- Coaches should attend full training sessions including apparatus set up, warm-up/ tidy up periods
- To maximise benefits and minimise the risks to athletes, coaches must attain a high level of competence through holding appropriate qualifications and making a commitment to ongoing training that ensures safe, correct and best practice
- Coaches should not publicly criticise fellow coaches or other clubs/gymnasts
- Any conflict between coaches should take place in private, not in front of members. Any disagreements that cannot be satisfactorily resolved through discussion and compromise should be reported to the head coach at the first available opportunity
- All matters concerning the business of the gym club should be kept confidential at all times
- Coaches must not divulge any confidential information relating to a gymnast, member, or fellow coach to any third party without the explicit permission of that person or their parent/guardian
- Coaches have an obligation to declare to the gymnastic club any other current coaching commitments. Coaches who become aware of any conflict affecting their obligation to the club must bring the situation to the attention of the head coach immediately
- All coaches have a professional duty of care that includes a responsibility to ensure all equipment is safe to use, suitable for the purpose of the exercise and appropriate for the ability level of the gymnasts participating. A visual risk assessment of apparatus should be undertaken before use
- The duty of care extends to include an obligation to record any health and safety issues in the health and safety book, and bring them to the attention of the Head Coach immediately
- Coaches must discourage unsafe and inappropriate behaviour at all times, and are obliged to follow guidelines in the disciplinary policy when dealing with any incidents
- If a coach enlists the help of an unqualified person during their session the coach has full responsibility for that person's actions during the session
- For the comfort and safety of all coaches using the gym, equipment should be stored safely and in the appropriate places after every session
- The use or possession of drugs or alcohol, or being under the influence of drugs or alcohol while on the premises is strictly prohibited, any person breaking this rule will be dismissed
- All coaches are required to complete a CRB disclosure form via Scottish Gymnastics. If during the course of their employment any coach is convicted of a criminal offence they are obliged to report this to Safeguarding Officer immediately

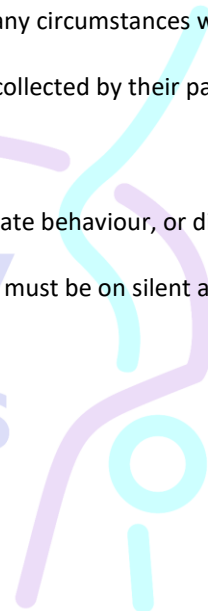
Parents/Guardians Code of Conduct

- Help us to keep your child safe by encouraging them to learn the rules about safety and acceptable behaviour and to participate within them
- Help your child to recognise good performance, not just results. Praise your child for effort and achievement, never punish or belittle a child for poor performance or making mistakes
- Be a positive role model by recognising good sportsmanship and applauding the performances of all. Accept officials' decisions at competitions, addressing any queries through the Head Coach at an appropriate time
- Never force your child to take part in sport
- Never behave in such a way as to undermine your child's coach
- Always ensure your child is dressed appropriately for the activity. Our dress code is bare feet, leotards, fitted shorts and T-shirts. There should be no baggy clothing. Track suit bottoms may be worn during the warm up exercises. Jeans are not to be worn. Hair needs to be tied back wherever possible and all jewellery removed. (Earrings for newly pierced ears can remain in place but need to be protected by plasters or tape which should be provided by parents/guardians). The Head Coach must be advised of all jewellery or body adornments worn for religious or medical reasons so that a risk assessment can be made regarding safety
- Always ensure your child brings plenty of water to drink to every session
- All clothing (particularly club leotards and tracksuits) and bottles should be labelled. All property and personal possessions are left at the owners risk and the club cannot accept any responsibility for loss or damage
- Keep us informed if your child is ill or unable to attend sessions and notify pre-existing injuries or illness to the Head Coach.
- Coaches must be informed of any illness, injury or allergy that may affect your child's training. If the coach deems them unfit to train, the club reserves the right to ask any gymnast to sit out the session until they can be collected by their parent or guardian, or until appropriate medical treatment has been sought
- Ensure children arrive and are collected promptly. **Always** come in to the gymnastics hall to deliver and collect your child. Never leave your child before the session begins, as the coaches' duty of care starts when their class begins
- If you decide that your child 12 + years can go home unaccompanied you will need to provide a signed letter of consent taking full responsibility for their safety and specifying the dates and times for which you are giving permission
- You are welcome to stay and observe the class, but must refrain from intervening with discipline or coaching unless your help is requested
- Use appropriate verbal and body language at all times. Swearing, offensive language or aggressive or offensive behaviour will not be tolerated
- Annual membership fees are spread equally over a 12 month period and are payable by monthly Standing Order. The membership fee includes insurance, registration to Scottish Gymnastics, affiliation to the British Gymnastics Association, as well as membership of Kirkcaldy Gymnastics Club. All membership / class fees and any competition fees should be paid promptly. In the event of non-payment a reminder will be issued by email. The club will then exercise its right to exclude any gymnasts from training or competitions until full payment has been received as their insurance will be void
- If your child is absent from sessions for more than 3 weeks without explanation, your child's space will be allocated to another child on the waiting list
- Any issues or queries should be referred in the first instance to the coaches

Gymnasts Code of Conduct

- All gymnasts must participate within the rules and respect coaches and judges and their decisions
- All gymnasts must respect opponents and fellow club members
- Gymnasts should turn up on time for their session or inform their coach where possible if they are going to be late
- Gymnasts shall wear appropriate and approved gymnastic attire. (Leotard for girls/boys or shorts and t-shirt)
- No jewellery to be worn
- Long hair must be tied back
- Gymnasts should not chew gum during a session
- Once in the gymnastics hall, all gymnasts should concentrate on the coaching instruction, and focus on the lesson plan. Gymnasts must follow the instructions given by their coach
- Gymnasts are not permitted on any apparatus without supervision or permission from a coach. Gymnasts must sit at the side of the hall at the start of the session until instructed otherwise by the coach
- Gymnasts must notify a coach of any injury or illness **before** the warm-up begins
- Gymnasts must be aware of other gymnasts at all times, and should not distract them
- Gymnasts must not leave the training area or gymnastics hall under any circumstances without prior permission from a coach
- Gymnasts should remain in the gym at the end of each session until collected by their parent or guardian
- In matters of teaching, the coaches' word is final
- Gymnasts should not use bad language
- Coaches' may suspend or remove a gymnast who displays inappropriate behaviour, or displays any action that may bring the club into disrepute
- Gymnasts should not use mobile phones during sessions and phones must be on silent at all times
- Labelled water bottles to be brought to each session

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Spectator Code of Conduct

- Act in an appropriate manner at all times
- Demonstrate good sportsmanship, and applaud good routines by gymnasts of all clubs.
- Avoid use of derogatory language
- Be respectful to all gymnasts, coaches, officials, and other spectators
- Adhere to KGC and SG rules and regulations
- Adhere to Photography and Social Media rules. Copies available upon request.
- Stay in the designated spectator area and do not enter the competition floor
- Do not stand or sit in such a way that blocks direct access to the scorer / announcers table at competitions

Management Committee Code of Conduct

- Members have a responsibility to other committee members, and to the employees, volunteers, parents/guardians and members of KGC
- Members commit to meeting regularly and preparing accordingly. If you cannot attend a meeting or event, please advise the secretary asap
- Members commit to become familiar with the policies of KGC, and guide and promote these to other members
- Members will show respect for others and their opinions and respect the right of others to disagree
- Members shall observe the highest standards of ethics, probity and professional conduct at all times
- Members shall not allow personal interests, or the interests of any associated person or organisation to conflict with the interests of KGC
- Members will not make improper use of information acquired as a Committee Member and respect the confidentiality of Committee debate and deliberation. Members shall not disclose information gained from Committee privilege until such information has been officially distributed

Code of Conduct: Trustees (SCIO)

All Trustees must comply with the general duties outlined in the 2005 Act:

- Each of the Charity Trustees has a duty, in exercising functions as a Charity Trustee, to act in the interests of the SCIO and, in particular, must:
 - seek, in good faith, to ensure that the SCIO acts in a manner which is consistent with its purposes;
 - act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
 - in circumstances giving rise to the possibility of a conflict of interest between the SCIO and any other party:
 - put the interests of the SCIO before that of the other party; and
 - where any other duty prevents him from doing so, disclose the conflicting interest to the SCIO and refrain from participating in any deliberation or decision of the other Charity Trustees with regard to the matter in question; and
 - ensure that the SCIO complies with any direction, requirement, notice or duty imposed under or by virtue of the 2005 Act.

- In addition to the duties outlined in the constitution all of the Charity Trustees must take such steps as are reasonably practicable for the purpose of ensuring:
 - that any breach of any of those duties by a Charity Trustee is corrected by the Charity Trustee concerned and not repeated; and
 - that any Charity Trustee who has been in serious and persistent breach of those duties is removed as a Charity Trustee.
- Provided he has declared his interest, and has not voted on the question of whether or not the SCIO should enter into the arrangement, a Charity Trustee will not be debarred from entering into an arrangement with the SCIO in which he has a personal interest and (subject to clause 34 and to the provisions relating to remuneration for services contained in the 2005 Act), he may retain any personal benefit which arises from that arrangement.

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