



# **Club handbook**

## **2022**

**A parent and guardians guide to club policy  
and guidelines**

## Index

Introduction, club history, affiliation	Page 1
Club organisation	Page 2
Gymnastics Classes	Page 3
Payment policy	Page 4
Contact with coaches, Registers, attending classes	Page 5
Viewing, WI-FI, Kit ordering, Photo & video	Page 6
Food and drink, rubbish disposal, competition	Page 7
Facility Protocol	Page 8
Code of Conduct – Parents	Page 9
Code of Conduct – Gymnasts	Page 10
Policies, Travel	Page 11
Complaints and grievances	Page 12
Contacting coaches, drop off/pick up	Page 13
Health & Safety, Child protection, Equality, Personal details	Page 14
Ratios, Severe weather	Page 15
Correct Clothing and piercings	Page 16
Emergency Action Plan	Page 17
Contact	Page 18

## *Introduction*

The purpose of this handbook is to inform parents and guardians of members of Maldwyn Dragons Gymnastics Club, how we operate and to familiarise yourselves with the club's policies and procedures. An up to date copy will be available always on our website

[www.maldwyndragons.org.uk](http://www.maldwyndragons.org.uk).

## *Club History*

Maldwyn Dragons Gymnastics Club was formed in 2007 originally based at Maldwyn Leisure centre.

In August 2013 the decision was made by the club's directors to become a company limited by guarantee, this allowed the club to start looking at stepping out to its own purpose facility where gymnastics would be accessible to the community of Newtown, and its outlying areas, all day, every day. June 2014 the club signed the lease on our current facility, unit 14 on the mochdre industrial estate in Newtown, giving us a dedicated purpose building for our gymnastics. It took several weeks of painstaking cleaning, painting and decorating to get it ready, however it was worth it, as this new set up has allowed the club to go from 20 members back in 2007 to hopefully be hitting approx. 500 members in 2018.

## *Affiliation*

Maldwyn Dragons Gymnastic Club Ltd. Are affiliated members to British and Welsh Gymnastics. Every member of our club is required to be an affiliated member. Without this membership gymnasts will not be insured or able to train. Membership is required on joining and is to be renewed every September.

### *Club Organisation*

As of July 2014 Maldwyn Dragons will be managed by a company limited by guarantee incorporated during August 2013. The company has a board of directors consisting of club supporters and head coaches.

### *Directors*

Nia Evans – Treasurer / Finance

Jasmin Taylor – Director / Secretary

Julia Rees – Head Coach / Club Operations

### *Welfare*

Joanne Humphreys – Welfare Officer

Elin Sunderland – Welfare Officer






Vicki Lewis – Welfare Officer

Olivia Allport – Welfare Officer

Our welfare officers are contactable via their own dedicated email address [welfare@maldwyndragons.org.uk](mailto:welfare@maldwyndragons.org.uk) as well as their own welfare phone number 07956244884

## *Gymnastics Classes*

Maldwyn Dragons currently offer classes in the following:

-  Pre-school gymnastics – from walking until school age
-  General gymnastics – gymnastics for all ages and abilities boys and girls
-  Women's artistic development and squad – invited by head coach only
-  Teen Gymnastics – for all high school age gymnasts
-  Cheerleading – for all ages and abilities – includes poms and stunting

### *Payment Policy*

Maldwyn Dragons Gymnastics Club Ltd. Aim to deliver high quality sessions to all of its participant's, to do this we have to ensure that all our members pay in full for their sessions on time.

Maldwyn Dragons run 46 weeks of the year with 3 x 2 week shut down periods over Christmas, Easter and the summer.

Payment for each month MUST be paid in advance. If payment has not been made before the 1<sup>st</sup> of the month, then your child's space may be suspended and the next child on our waiting list will take their space.

If you have any difficulties with paying fees, then please discuss with Julia.

Payment of fees can be made by bank transfer, please include your child's name and day they train as a reference.

The clubs BACS details are:

Sort code – 40-30-16




Account Number – 11389572

Please note failure to inform the club of any absences which result in 3 or more unattended sessions in a row will lead to your child's space being removed.

All fees are non-refundable.

### [Contacting coaches](#)

If you need to contact the club regarding your child's gymnastics, please be mindful of the following guidelines:

-  Text messaging should not be used to ask how your child is doing or to raise concerns about their training/coach. These matters should be addressed to Julia ONLY by email/telephone or a pre-arranged meeting.
-  Facebook messages to any of the coaches should never be used as a method of communication. If necessary to use social media to contact the club, the clubs accounts should be addressed privately. Messages being sent to other coaches in their free time is not acceptable.
-  Should you wish to discuss a matter direct with your child's personal coach, we shall try to facilitate this, but initial contact must be made through Julia.






Our coaches work very hard to deliver quality gymnastics provisions for your children, please allow them to teach students without approaching them during sessions, unless urgent, and allow a separation between their work and personal lives outside of the gym.

### [Registers](#)

A register is kept by the club to record attendance of each session. It is vital to ensure your child is registered every session they attend, this is in the interest of fire safety, emergency procedures and child protection and safety.

### [Attending the Gym](#)

In the interest of safety, we ask that when attending sessions, the following is done:

-  All children must be brought into the facility by an appropriate adult
-  All gymnasts will wait in the viewing area/corridor until permission is given to enter the gym by receptionist/coach
-  Any parent/guardian who is having their child picked up by someone else will need to be put in writing, verbal communication is not acceptable.
-  To exit the gym children will leave through the corridor door – all children must be handed to a responsible adult,
-  No child is permitted to walk home without prior information

### [Viewing](#)

Maldwyn Dragons Gymnastics Club has a viewing gallery for spectators. This enables a view of the gymnasium when viewing through the windows do not tap or otherwise distract gymnasts. Entry into the hall is prohibited always by anyone other than Maldwyn Dragons gymnasts, coaches and staff.





There may be times when viewing is restricted into the hall, this would usually be when we are practicing for displays or during squad training sessions. During these times there will be no viewing available, however please feel free to make the most of our free Wi-Fi services.

### [Wi-Fi](#)

Maldwyn Dragons Gymnastics Club offer a free Wi-Fi service, please obtain the log in details off the posters available throughout the viewing areas

### [Kit ordering](#)

Maldwyn Dragons sell the following:

-  Leotards for girls and boys (including shorts and scrunchies)
-  Hoodies
-  Kit bags – bags for storing handguards, gloves and loops etc.
-  Handguards/gloves/loops

Please order via email

### [Photography and Video](#)

Maldwyn Dragons Gymnastics Club place child protection as one of our main key focus areas. We ask that no photography or video footage is taken without express prior permission via head coaches. For all members to have any form of photos or videos taken a prior consent form from parents/guardians must be in place, by declaring on the club's medical form.



### *Food and Drink*

No food is allowed in the gym at any time. Snack breaks are provided for gymnasts who train for 2 hours or more. Food must be consumed in the viewing gallery and all rubbish must be taken home.

ALL gymnasts must have a drink available to them at ALL sessions. Drinks must not be consumed on the gymnastics apparatus. No fizzy drinks are allowed in the gym at any time.

### *Rubbish Disposal*








Maldwyn Dragons Gymnastics Club are committed to being as environmentally friendly as possible. As such we have recycling bins provided for your convenience. Please DO NOT dispose of nappies or any food products in the bins.

### *Competitions*

Maldwyn Dragons enter and host various competitions at all levels throughout the year. If your child is asked to partake in a competition all relevant fees for the competition MUST be paid by the stated date. A gymnast's coach will decide which competitions they are invited to enter and will communicate to enter any competition via written communication with the parents/guardians.














### *Facility Protocol*

Please observe the following in relation to our facility

-  Smoking and drinking alcohol outside of our facility is strictly prohibited
-  Parking must be in front of Unit 14 If there are no spaces overflow is next door at unit 13 or down by the burger van past howdens, DO NOT park in front of Howdens or the roller door of Unit 13(by the yellow posts) as access is required at all times.
-  In the event of an emergency evacuation, please meet at the evacuation meeting point, at the end of the wooden fence line, in the car park. Please do not stop to pick up any personal belongings and all gymnasts will be escorted from the premises by the coaching team.
-  When parking in the car park please park your car horizontally in line with the building
-  All cars and contents are parked at the owner's own risk.
-  Please drive slowly in our car park and when reversing be aware of pedestrians.
-  If you require disabled access, please inform us as we have an accessible ramp for access to the building.

### *Code of conduct – Parents*









To ensure that your child's sessions are conducive to a productive learning environment we ask all parents/guardians to observe the following code of conduct

-  Ensure that your child attends their class on time if you're going to be late, let us know
-  Ensure your child is dressed appropriately, without piercings, and long hair tied up
-  Encourage your child to abide by the gymnast code of conduct as set below
-  Ensure that your child has an appropriate drink for the duration of the session.
-  Remind the child of the importance of listening to and following the instructions of their coaches
-  Inform a coach of any disability, injury or ailment which may affect your child's performance or safety in the gymnasium, or the safety of others
-  Be a positive role model for your child by encouraging sportsmanship, showing courtesy, respect and support for all gymnasts, coaches, officials and spectators
-  Teach your child that doing their best is more important than winning
-  Respect the officials and their authority during competitions
-  Not to engage in any negative, unsportsmanlike conduct
-  Do not ridicule or shout at your child or any other child for making a mistake or losing a competition
-  Do not to discuss, question or confront coaches during a training session or competition (instead parents should speak to the coach with any queries at an appropriate and mutually agreed time and place as set in the contact policy)
-  Do not attempt to communicate with your child or another child during a training session

### *Code of conduct – gymnasts*

Maldwyn Dragons is fully committed to safeguarding and promoting the well-being of all our members. To aid in facilitating this commitment, it is important that gymnasts, coaches, administrators, directors, judges and parents show respect, understanding and appreciation of safety and welfare of others and themselves.

All gymnasts must abide by the following code of conduct at all times:








-  All gymnasts must participate within the rules and respect the decisions of their coaches, fellow gymnasts and judges in competition and training
-  Aim to turn up to every training session on time and ready to train
-  Aim to achieve all goals, tasks and skills set out by coaches and always try new skills when presented with them.
-  Never go on ANY apparatus without the supervision from a coach.
-  Do not be rude or disrespectful to any of the coaches or fellow gymnasts
-  Listen to and follow all directions and feedback from ALL coaches at ALL times.
-  Do not criticise another gymnast's performance
-  Tell a coach or welfare officer if they think that another member of the club is being bullied or unfairly treated by another member of the club

## Policies

Maldwyn Dragons Gymnastics Club Ltd have several policies which all of our members should be familiar with. These policies are outlined below.

### Travel Policy

No coach is ever to transport any gymnasts in their car at any time without adhering to the following:

-  Coach is never 1:1 with the gymnast in the car at ANY time
-  Appropriate car insurance MUST be in place before any onset of travelling can occur (you may be asked by the club to provide a copy)
-  The car should be checked rigorously before travelling and be in a safe condition for travel
-  Gymnasts should always be sat in the back of the car and all must be wearing seat restraints (seatbelts)
-  Parents of gymnasts must be in agreement before any onset of travel
-  The club must be informed of all journey plans where coaches and gymnasts will be travelling together, including routes, persons in car and estimated times
-  Overnight stays – if an overnight stay is necessary it MUST be approved by the club directors, and the BG overnight stay or oversea travel form must be completed at least 4 weeks before departure (a copy can be found in the office) the guidelines state:
  - 1) All persons travelling must have appropriate travel and medical insurance that provides cover for gymnastics
  - 2) When any gymnast travels with any coach/the club on a journey including an overnight stay the club must ensure a designated and trained person is responsible for child protection throughout the trip who has been approved by BG and the club
  - 3) To adhere to CPSU child protection standards this person must NOT be related or in a relationship with the coach attending the trip (leading)
  - 4) The designated person must be trained with BG safeguarding and protecting children awareness course and any other courses the club may deem necessary. They must also have a BG CRB (DBS) and BG/WG membership.
  - 5) A coach must NEVER invite a gymnast to their home to stay.
  - 6) A coach must never be 1:1 with a child

## *Complaints and grievances*

Maldwyn Dragons Gymnastic Club places the welfare of all of its members as the highest priority. Should you have any complaints or grievances, the following guidelines have been set:

### *Stage 1.*

All complaints should be addressed via your child's coach or head coaches **in writing**. If your complaint is not dealt with satisfactorily (please allow 2 days) then continue to stage 2

### *Stage 2.*

Direct your complaint in writing to the club welfare officer. An appointment will be made to discuss any issues. If your complaint is still not dealt with to your satisfaction, please continue to stage 3.

### *Stage 3.*




Please obtain a copy of the British gymnastics complaints procedure from the club or British gymnastics.

As the club is affiliated to British gymnastics the club is bound by BG's procedures for complaints, disciplinary issues, and membership suspension, and expulsion. All matters will be dealt with in confidence and only those that need to be informed will be.

Please note that threatening behaviour to any of our coaches/volunteers will not be accepted, in the instance where a coach/volunteer feels threatened at any time, you will be asked to leave. This includes approaching staff in the gym when they are coaching and seeking 1:1 contact with them outside of the gymnasium.






### *Contacting coaches*

If you need to contact the club regarding your child's gymnastics, please be mindful of the following guidelines:

-  Text messaging should not be used to ask how your child is doing or to raise concerns about their training/coach. These matters should be addressed to Julia via email/telephone or a pre-arranged meeting.
-  Facebook messages to any of the coaches should never be used as a method of communication. If necessary to use social media to contact the club only the clubs accounts should be addressed privately. Messages being sent to other coaches in their free time is not acceptable.
-  Should you wish to discuss a matter direct with your child's personal coach, we shall try to facilitate this, but initial contact must be made through Julia.

Our coaches work very hard to deliver quality gymnastics provisions for your children, please allow them to teach students without approaching them during sessions and allow a separation between their work and personal lives outside of the gym.

### *Dropping off / picking up*

-  All children must be brought into the facility by an appropriate adult
-  All gymnasts will wait in the viewing area/corridor until permission given to enter the gym by a coach
-  Any parent/guardian who is having their child picked up by someone else will need to communicate this in writing, verbal communication is not acceptable.
-  To exit the gym children will leave through the corridor door – all children must be handed over to a responsible adult
-  No child is permitted to walk home without prior information.

Maldwyn Dragons Gymnastic Club Ltd. conforms to the following British Gymnastics policies, copies of which can be found on the British Gymnastics website, with the following link on our website available. <https://www.british-gymnastics.org/gymnasts/gymnast-membership/safeguarding-and-compliance>

### **Health, Safety and Welfare Policy**

This is to confirm that Maldwyn Dragons Gymnastic Club Ltd. have adopted the British Gymnastics, Health, Safety and Welfare policy

### **Child Protection Policy**

This is to confirm that Maldwyn Dragons Gymnastics Club Ltd. have adopted the British Gymnastics child protection policy.

### **Equality Policy**

This is to confirm that Maldwyn Dragons Gymnastic Club have adopted the British Gymnastics equality policy.

### **Personal Details**

Maldwyn Dragons Gymnastic Club Ltd. Have three contact numbers and multiple email addresses for our gymnasts and their families to be able to contact the club.

For this reason, we ask that personal contact information is not shared with our gymnasts or their families, should for any reason either coaches or gymnasts need to contact one another this MUST be done through the club.

Any coaches on social media sites such as Facebook, twitter, Instagram etc. must not add any gymnasts or accept requests from gymnasts at any time, and again the club has these social sites that can be used by our coaches and families of club members.

Should any coaches or persons representing the club need to email anyone, whether it is families, companies, suppliers etc., they should do so through a club email address, which can be accessed by head coaches. Speaking on behalf of the club must be done through our email accounts with director's permission.



### *Coach/Gymnast ratios*

Maldwyn Dragons Gymnastic Club strives to deliver as high a quality coaching as can be managed. With this in mind all coaches will be given groups consisting of no more than 10 gymnasts to one coach

No coach must ever be working in the gym 1:1 without another suitable coach or adult present

All coaching staff should actively organise session plans for all sessions so as head coaches can assist in progression of development with all gymnasts in the club



### *Snow and inclement weather/power outage*

Should Maldwyn Dragons Gymnastic Club Ltd. Need to cancel any session due to inclement weather such as snow, flooding, ice or facility power outage etc. the club will inform members through the following sources:

-  Posting on Facebook – maldwyn dragons
-  Posting on website – [www.maldwyndragons.org.uk](http://www.maldwyndragons.org.uk)




Medical records will be updated annually by all members to keep records as up to date, however should any information change at any time we will ask for medical form to be amended, the club will not be responsible for any wrong information displayed on medical forms.

If you wish to contact us to check facility status in inclement weather:

-  Call 01686 627361
-  Email – [admin@maldwyndragons.org.uk](mailto:admin@maldwyndragons.org.uk)

### Correct clothing statement

It is imperative that in order to be able to participate in any Maldwyn Dragons Gymnastic club Ltd. activity, appropriate clothing must be worn. This means:

-  NO Jeans
-  NO ill-fitting clothing (loose/baggy clothing)
-  NO Buckle/zips or buttons

Ideal clothing to be worn would be a leotard, otherwise shorts and t-shirt are acceptable. Socks must NOT be worn other than for rebound work on the trampoline.










Maldwyn Dragons have a strict NO PIERCINGS policy in line with British Gymnastics' policy of no piercings. We believe that piercings of any kind are inappropriate for the safe practice and delivery of gymnastics, creating a hazard to both gymnasts and coaches. We therefore require ALL PIERCINGS ARE TO BE REMOVED BEFORE ENTERING THE GYMNASIUM WHERE POSSIBLE. Failure to remove piercings may mean any participant being unable to participate in any activity with Maldwyn Dragons Gymnastic Club Ltd. If removal is impossible in the first 3 months of being pierced, gymnasts may tape up the piercing, after this period every effort to remove piercings should be made. Hoop piercings must be removed.

Maldwyn Dragons also ask any long hair MUST be tied up in order for training to be safe for gymnasts and coaches.

Failure to conform to this policy will prohibit the gymnast's safety and may render the gymnast's insurance invalid should any injury occur from direct non-compliance of this policy

## *Emergency Evacuation*

In the instance of a fire

-  Alarm to be sounded emergency services (999) to be called
-  Head coach to collect register
-  Assistant coaches to line up their gymnasts and leave through the nearest exit in a calm controlled manner not stopping for any personal items
-  Parents/spectators to leave for meeting point
-  All gather at meeting point in car park
-  Registration to be taken immediately
-  Fire marshal to be responsible for checking all rooms for persons, closing all fire doors and sweeping the hall for any injured persons (only to be done where safe to do so)
-  Firefighting equipment is provided but NO unnecessary risks to be made
-  Please be aware that all gymnasts MUST remain with the coaches until the register has been done by the head coach and dismissed the gymnasts to their parents

Thank you for taking the time to read this handbook

Maldwyn Dragons Gymnastic Club Ltd.

Any questions please contact us via the following details;

Maldwyn Dragons Gymnastics Club Ltd,

Unit 14 Mochdre Industrial Estate,  
Newtown,  
Powys,  
SY16 4LE

Phone: 01686 627361

Email: [admin@maldwyndragons.org.uk](mailto:admin@maldwyndragons.org.uk)

To contact our welfare team:

Phone:

Email – [welfare@maldwyndragons.org.uk](mailto:welfare@maldwyndragons.org.uk)