



## **About Us**

Sheffield Gymnastics Academy was first started back in 2016 when coach Alana had a dream to start a small team of gymnasts to go to competitions. Soon after the success of the girls, the team grew and grew and not long after in 2017 SGA the academy was born. When Alan came along, who helped the academy with his 20 years plus experience, we soon realised that the sport was becoming popular and more and more children wanted to become part of the academy.

In 2018 SGA moved into our current home, a 6000 square foot unit, home to state-of-the-art equipment and full-size apparatus. We now have over 10 coaches working all disciplines including baby gymnastics right through to adult gymnastics. Whether it be a recreational class or a competitive squad you're looking for, the academy has something to offer everyone. We're open every day of the week so we're sure you can find a class suitable for you.

## **Our Staff**

Sheffield Gymnastics Academy has a team of full-time coaches supported by a pool of part-time coaches. The Director, Squad Manager and Recreational manager provides the day to day management for the club. Pictures and qualifications of all our staff are displayed on the noticeboard in the drop off area. All our coaches are DBS checked and trained in safeguarding and protecting children.

## **Class Information**

### **Do parents have to stay on site?**

No, as a club we feel the children get more out of the sessions by not having any distractions from viewing windows etc. Periodically, we do offer a "watch week" where we invite all parents and guests into the gym to watch a session for a small fundraising fee.

### **Do you do badges or competitions?**

Yes, all our recreational classes aim towards an Awards Scheme. Some children from our recreational classes may also get selected to compete in small competitions.

We have a number of squads ranging in both age and ability. If you're interested in your child aiming towards squads and competing at a high level, please speak to Head Coach Alana.

## **Who is the club's governing body and does the club have insurance?**

Our governing body is IGA [www.independentgymnastics.com](http://www.independentgymnastics.com) Our club's membership provides us with public liability insurance and employee insurance. We also ensure all members of the club have their own insurance with IGA.

## **Medical conditions / Disabilities**

Some medical conditions require a parent/carer to stay at the session in case administration of medication is required e.g. Epipen. Any medical condition, learning disability or attention disorder must be disclosed on the registration form and parents should speak to the lead coach to ensure that all the coaches are aware of any adaptations/risks that need to be considered. Participants with a disability who require one to one support will need to provide a carer, who will be led by the coaches within the class. Downs Syndrome gymnasts will require an atlanto-atlas screening prior to starting the class.

## **What to wear?**

All gymnasts work in bare feet and wear a leotard or shorts/leggings and t-shirt. During the colder months, we also allow the gymnasts to wear a hoodie/jumper. Other items such as crop tops, jeans, skirts, school wear or combat trousers are not suitable for any part of the session. Gymnasts should come in their gear as no changing facilities will be open and the toilet is not to be used as a changing room to avoid congestion. Squad gymnasts please note only leotards and shorts are allowed. Verrucas should be covered by a waterproof coating and secure plaster, swim sock, or suitable non-slip gym/dance shoes. Ordinary, day to day socks are not suitable as it increases the risk of slipping and injury during training. All piercings, jewellery and watches need to be removed before the start of the class. It is not the coach's responsibility to look after any valuables. Please remember to bring a bottle of water to the session, as we give the children regular water breaks. Squad members should have handguards, chalk and a foam roller.

## **Earrings**

Small stud earrings are allowed for training however, large studs and hoop earrings are not permitted, these must be removed prior to the class starting.

## **Valuables**

Any items of value brought into any area of the centre are done so at the user's own risk as we cannot accept liability for any personal belongings being left or damaged on site.

## **Lost Property**

Whilst we cannot take responsibility for any property that is lost in the gym centre, any lost property we do find we will keep for you in our Reception Area. At the end of the month any unclaimed lost property will be donated to a charity shop. Please note that if property is lost just prior to the end of the month, that property will still be donated to charity.

### **Dropping Off & Collecting Your Child**

Parents are to use a drop off and collect system. On arrival, you will enter the building via our main entrance door. After your child has finished their session, the coach will open the main entrance door and pass the children to the responsible adult collecting them.

### **Speaking to Your Coach**

You must not try and speak to a coach who is actively coaching. If you need to speak to a specific coach, then please speak to them before the session starts or once it has finished. If it is a minor issue and you are not able to speak to the coach, please email the club to arrange a meeting. If your child is in one of our squads, please email Alana at [ask@sheffield-gymnasticsacademy.co.uk](mailto:ask@sheffield-gymnasticsacademy.co.uk). If your child is in one of our recreational classes, please email Emma at [classes@sheffieldgymnasticsacademy.co.uk](mailto:classes@sheffieldgymnasticsacademy.co.uk). Coaches are not permitted to give out personal mobile numbers and parents/guardians should not contact coaches in this way. Any contact with coaches should come through official club channels.

### **Car Parking**

After 3pm, the academy has no use of the car park as it belongs to Excel, so please can we ask all our customers to park on the road and walk into the academy by foot. PLEASE DO NOT STOP ON THE ROUNDABOUT TO DROP CHILDREN OFF.

### **Transferring Classes**

We understand that situations and schedules change from time to time so you may need to change the class that your child attends. Unfortunately, we cannot guarantee that we will be able to accommodate your child in another class so you may have to be placed on a waiting list for your preferred class.

### **Discipline in Classes**

The gym is used by a large number of gymnasts and in order to maintain a safe environment, it is important that gymnasts listen and follow the instructions of the coach. Gymnasts who misbehave or attempt to perform moves that they have been asked not to and/or are not prepared for (for example performing a somersault in a Badge class) present a very real danger both to themselves and to others.

### **Payment Method**

All of our 1 & 2 hour classes (4 years plus) pay via card and autopay. You will be notified when that process has started for your child! An email will be sent to you in which you will give permission for the Club to take card payments. These will be taken on the 1st of the month. This is set via an invoice where you can pay now. All squad members pay by cash.

### **Non-Payment**

Your monthly fees are due on the 1st of every month any missed payments could result in your child losing their place in their class. Please note any fees not paid in time or by the date of the invoice date will result in a £10 late payment fee added to your account for every week that payment is overdue. Your child won't be able to train until your account is brought up to date.

### **Banked Hours and Bank Holiday Mondays**

If for some reason the gym must close for reasons outside of our control (for example, bad weather or flooding) the hours your gymnast should have had will be banked on our system. These hours can then be used against one of our Holiday Camps. If your child attends classes on a Monday we understand it can be frustrating paying monthly when the academy closes on Bank holidays, we are happy to offer a catch up of hours against one of our holiday camps at the discretion of Management, however, please note refunds will not be given for Bank holiday closures.

### **Major Injuries**

For non-squad classes: If your child has a significant injury, such as a broken bone, then the monthly fees are reduced to 50% and the place will be held for your child. For squad classes: Gymnasts with injuries should discuss the implications for the training program with the personal coach in the first instance. In the majority of cases, the expectation will be that the gymnast will continue to attend sessions in order to maintain physical condition and to perform any prescribed physiotherapy rehabilitation work. If a gymnast is going to be absent from a session, please contact the club to let us know by either email or phone.

## **Leaving the Academy**

If a gymnast decides to leave the club, 30 days notice must be provided in writing to the Director ([ask@sheffieldgymnasticsacademy.co.uk](mailto:ask@sheffieldgymnasticsacademy.co.uk)) in order for the necessary actions to be taken to end your fee account. Should insufficient notice be given, the following month's fees will still be payable.

We will communicate in writing and give a sufficient notice period of any changes with respect to club fees. We will communicate in writing and give a sufficient notice period of any invitations to change group. Gymnasts are not permitted to change groups in the high-performance pathway without first being selected. Group changes must be sanctioned first by the Director. Once selections have been acknowledged, the new fees will be calculated or amendments to existing fee accounts will be made.

We will communicate in writing and give sufficient notice to gymnasts who forfeit their place in their class due to non-payment or being unable to meet the expected commitment level. Should this situation arise, you will be informed in writing with at least one full calendar month's notice. In the event of non-payment, the club reserves the right to charge a collection admin fee of £10 for late payment for every week the balance is still outstanding.

If you choose to leave the club, you acknowledge that any banked hours that you may have on your account will be lost. You will not be able to get a refund for these hours.

## **How can I communicate with the club?**

There are a range of ways in which you can contact us. For general enquiries, you can email Emma at [classes@sheffieldgymnasticsacademy.co.uk](mailto:classes@sheffieldgymnasticsacademy.co.uk) or Alana at [ask@sheffieldgymnasticsacademy.co.uk](mailto:ask@sheffieldgymnasticsacademy.co.uk). You can also phone on 07940142772 or leave a message on the club Facebook page. We can be very busy and it may not be possible to answer the phone at peak times. We will endeavour to respond to all enquires within 48 hours.

## **How can I provide feedback to the club?**

There are a number of ways in which you can provide general feedback, comments and suggestions to the club.

General comments & complaints procedure:

Please give us a text - You can text the club your feedback by sending your text to 07940142772 starting your text with FEEDBACK. This is a way to provide general feedback and unfortunately, we cannot reply to individual texts but if you have a specific comment you can either email Emma at [classes@sheffieldgymnasticsacademy.co.uk](mailto:classes@sheffieldgymnasticsacademy.co.uk) or Alana at [ask@sheffieldgymnasticsacademy.co.uk](mailto:ask@sheffieldgymnasticsacademy.co.uk) or arrange to speak to your child's coach.

Specific concerns/complaints/compliments procedure - Please see our complaints procedure located in the entrance of the academy.

### **Competitions for Squads**

The Academy is a member of Independent Gymnastics, the gymnasts will work towards the IGA levels, the levels start at level 10 and work down to 1, however, this doesn't mean your child will start at level 10, we enter children at a level that is most suited to their ability. We can also skip levels as well as compete the same level twice. Currently these IGA levels take place twice a year. There is also other friendly competitions that we attend, these are scattered across the country and information will be sent out for these competitions when they arise.

Please note- To be part of our competitive squads this requires gymnasts to enter at least two competitions a year, unfortunately if your child no longer wants to enter competitions they will be moved from one of our competitive squads and offered a suitable recreational class. When the academy is competing at competitions no training will be taking place at the gym as the coaches will be required at competitions. The squads operate on an 80% attendance rule, this will be reviewed every 6 months, if attendance does fall below 80% then a meeting will be called to discuss options and reasons effecting this.

### **Training at other clubs is strictly not allowed (squad only)**

As squad gymnasts it is vital that your child has continuity throughout their training in order to be best prepared for competitions. Coaches from other clubs may differ in they way in which they coach certain skills, these could differ to how we teach at SGA. This could have a negative impact on the child's progression and ultimately their performances at competitions. A lot of time and effort are put into the coaching in order to fully prepare the squads for competition, hence why we are updating the handbook and implementing this with immediate effect. The welfare of the children within SGA are of paramount importance, we want to see all children compete to their best ability and ultimately enjoy their time training and competing. In the case that Alana (Squad Manager) becomes aware of this your child will be asked to make a choice on which Club they wish to remain training With and 1 strike will be given.

### **Club fees (squad only)**

Fees are due April-April, the club membership fee is a yearly squad fee (which can be paid 1st of April yearly), this fee covers additional costs the club has to pay out for children who enter competitions, for example coaches wages during the long days at competitions, supplying a judge or no judge fee, coaches expenses and extra fees the club has to pay. The Squad membership fee is currently £35. **Independent gymnastics membership/insurance** is compulsory for all children who attend Sheffield Gymnastics Academy, this is due every October-October, in September the academy will automatically add this fee of £15.99 onto your invoice to cover you for the next membership year.

## **Punctuality**

As a part of being committed to the training program, gymnasts need to take responsibility for the time at which they arrive for training. Gymnasts should plan to arrive in the gym early for their training sessions (5 minutes). Arriving late means that gymnasts miss a key aspect of the training session, directly impacting upon the quality of training that can be achieved in that session. It is also disruptive for other squad members and the coaching staff when gymnasts arrive late. The expectation is that gymnasts adopt our CORE values and as such, persistent late comers will be challenged to improve their timekeeping in line with the expectations of the club.

## **Child Protection & Health and Safety**

The safety and welfare of children and vulnerable adults in the club is a primary concern for Sheffield Gymnastics Academy. If any of our members or parents/guardians have any welfare concerns, they should contact one of our Club Welfare Officers (Emma Martin) via [welfares-ga@yahoo.com](mailto:welfares-ga@yahoo.com) . Welfare Officers will liaise with the Director of Gymnastics to investigate any welfare concerns and work to implement any resolutions. In order to effectively investigate and resolve welfare issues, parents/guardians are expected to maintain confidentiality around any welfare investigations.

## **Child Protection**

We are committed to ensuring the safety and welfare of our members, coaches, volunteers and parents. We will do this by:

- Appointing a Welfare Officer to whom grievances and complaints can be made confidentially.
- Ensuring the staff are suitably trained in safeguarding children and go through enhanced DBS screening.
- Ensuring that grievances or complaints are dealt with promptly and in accordance with the grievance procedure.
- Ensuring that a minimum of two responsible adults are available at all training sessions and events.
- Ensuring that participants and/or parents are aware of the purpose of videoing, filming or photography during training or events.
- Having zero tolerance level for poor practice, bullying or any form of abuse.

## **Duty of Care**

A coach takes on certain responsibilities whilst your child is in our care.

This may include:

- Holding a responsibility for care and well-being during training.
- Safe dispersal after training.
- Providing first aid.
- Providing/consenting to emergency medical treatment.
- Chaperoning.

Our Duty of Care starts from the time your child is delivered to the coach and lasts until your child is returned to a parent or other responsible adult appointed by yourself. Under no circumstances should children be dropped off/picked up for sessions in the car park.

## **Photography**

We do not publish any images or videos without consent from the gymnast concerned (or in the case of a child from their parent or guardian). This is gained as part of our registration process. Personal information about the individual, other than their name and their club/class will not accompany the image.

## **Evacuation**

In case of a fire or other emergency, gymnasts participating in a session will be evacuated by their coach. Under no circumstance must a parent evacuate their child when they are under the responsibility of a coach.



### **Three Strikes Policy**

Prior to formal actions being taken, any gymnasts failing to follow the Gymnast's Rules may be asked to sit out for a period of time. If this does not allow time for reconsideration of actions, the following will be implemented:

Sheffield Gymnastics Academy operates a strict "three strikes" policy. Any gymnast, parent or carer failing to meet behaviour standards as set out in the appropriate club Code of Conduct or Gymnast's Rules will receive a verbal warning. This would involve the Head Coach or Welfare Officer and would be recorded in writing in the club's records. If the behaviour continues, a written warning will be issued to the person concerned/their parents/carers by the two Welfare Officers or by the Head Coach accompanied by a Club Director. If the behaviour still continues, then the Welfare Team will make recommendations to the full board, who may then decide to suspend the person for a set period of time or, in serious cases, expel the person completely.

In the event of a parent being suspended, they will be prevented from entering the building, but the gymnast will still be permitted to train. In the event of conduct which is deemed by the committee to be excessive, in the extreme and out of the ordinary, the committee reserve the right to waive the first two strikes and take action which will have the immediate effect of the perpetrator being excluded from the gym either for a period of time or permanently.

### **Class Manager**

On joining the academy, you will be asked to register on our customer portal Class Manager. On the system you will be able to see all information regarding your child's classes, timetable and payments. You will also be asked to inform us on any medical conditions, allergies or badges your child may already have. You also can update your details on the system such as address or phone numbers.

### **Membership to IGA (Independent Gymnastics)**

Each year your child will need to be registered with IGA. This is completed online on the website (<https://www.independentgymnastics.com>) September- September. Membership is an annual requirement of all gymnasts and failure to comply will result in your child's insurance being void and any claims invalid. Your child will also be unable to train until valid insurance is applied. The cost of membership is:

- Gymnasts- £15.99 per year

### **Code of conduct - parents/ guardian**

- Remember children train for fun; applaud effort and hard work as well as success and avoid criticising gymnasts for making mistakes as they are part of learning and development.
- Please do not enter the gym during training, if it is an urgent matter please see a member of staff first.
- At the end of the session, please collect your child from our exit door.
- Please make sure your child is collected on time as we are unable to let your child leave the building without an adult being present. If you are happy for your child to leave the gym without an adult, we will need written consent signed by a parent/ guardian.
- Failure to pick up after 10 minutes will result in a member of staff calling the number provided on Class Manager. If there is still failure to pick up after 20 minutes or response from yourself, the local authorities will be called. Please notify the club as soon as possible if you're going to be late at picking up using the number 07932072682.
- You must respect the coaches training methods and decisions regarding their choice and selection of gymnasts for either squad training times or entries to competitions. If you have any concerns, please discuss these in a respectful manner with the head coach.
- You must treat other gymnasts and parents with respect. If you do not conduct yourself in the appropriate manner whilst at the Academy or representing the Academy your child may be asked to leave Sheffield Gymnastics Academy.

## **Code of Conduct - Gymnasts**

- Please be ready for your session at least 5 minutes before your class starts, having already being to the toilet.
- If you are more than 15 minutes late you may not be allowed to train.
- All members are expected to maintain a good standard of behaviour at all times and must treat all coaches and fellow gymnasts with respect.
- Should poor behaviour be displayed on a regular basis the coach will issue a warning, two consecutive warnings will result in your parent/guardian being contacted, your behaviour will be discussed with them and you will be asked to be taken home. Should the behaviour continue, you may be asked to leave the club.
- Squad gymnasts - Failure to attend your class on a regular basis without a valid reason will result in you losing your place in the squad.
- Any injuries that occur during training must be reported to a coach who will then complete an accident form. If any injury is sustained away from training, please notify your coach as this may affect training and your coach can risk assess if it is safe for you train.
- No mobile phones out during the session.
- Please keep fingernails short in order to reduce risk of injury to gymnast and coach.
- Bullying will not be tolerated in the gym. Please see our anti-bullying policy for more details.