



PARENTS HANDBOOK

2020-2021

Introduction

ROBIN HOOD GYMNASTICS CLUB WILL ENCOURAGE A LIFELONG APPRECIATION OF MOVEMENT, EXERCISE AND SPORT AND TO TEACH CHILDREN AND YOUNG ADULTS THE REWARDS AND QUALITIES OF DEDICATION AND HARDWORK.

Whether you're a parent looking to channel the energies of your toddlers, primary age or teenage children, an adult interested in fitness and flexibility or an elite gymnast wanting a bit more room or extra private classes Robin Hood is planning to be able to meet the needs of all. There are no greater athletes in the world than gymnasts. Pound for pound, male and female, gymnasts stand among the strongest, most coordinated athletes in the world. No other sport requires the same combination of flexibility, perfect coordination and power, not to mention the extraordinary courage and strength of mind that are required to perform at the highest levels.

For all children, all ages to simply have a year or two of gymnastics will prepare them physically and mentally for the various challenges they face growing up. Robin Hood Gymnastics Club is pleased to welcome you into our Club. We would like you to take a moment to read the information contained within this Handbook, as many of your questions will be answered.

We welcome the support of parents or guardians and our club structure will enable you to observe training sessions from various viewing areas (once back up and running). Once, we welcome you to watch again, please allow your children to train as often as possible without constant observation from parents. Please do not interrupt or distract the coaching staff in the execution of their professional, paid or unpaid, duties.

OUR AIMS:

1. To provide a gymnastics facility that caters for the community who wish to take part in physical activities and provide classes for all abilities and needs.
2. To plan programmes of training and activities that matches participant's individual ability and encourages and develops all children to be able to master the basics skills of gymnastics.
3. To encourage older gymnasts to take on coaching roles. To encourage coaches and judges to attend courses, improve their qualifications, knowledge and experience.
4. To provide appropriate support and pathways for all individual gymnasts to follow a path that suits their developmental stage and ability. To provide fun, physical activities for all members in safe secure environment.
5. Increase the skill and fitness levels of all gymnasts using general and precise conditioning and preparation.
6. Keep records of attendance, illness, injury and history of individuals in order to personalise specific training schedules. Have close communications with medical back up and physiotherapist.
7. To encourage all coaching staff to keep up to date knowledge of development programmes of training and child protection compliance.

Parents viewing of their children:

1. Parents are welcome to see their children perform on several occasions at competitions and displays. During training times, parents are invited to watch via the viewing gallery, when we are able to reopen this.
2. Parents meetings will be held regularly and all parents will be invited. Whenever possible these meetings will have at least one of the senior coaching staff/Management team present for part of the time to liaise close with parental issues and to support the parents.

FEES POLICY

Registration and Fees

1. Due to GDPR rules, **ALL** participants in **structured** gymnastics classes at Robin Hood Gymnasts must have Robin Hood Membership which includes British Gymnastics Insurance. Fees for ALL our recreational classes and pre-school structured classes should be paid monthly. This should be booked online and paid via our loveadmin.com system. Payment is required by the 20th of the month for the following month. Any late payments with regard to monthly fees, yearly memberships or affiliations, competitions or other requested payments for services rendered will be charged and administration fee of £5 and may result in your place being given to someone else. By registering to our online membership and payment system for classes you are also pre-authorising payment for the Robin Hood Gymnastics membership. Robin Hood Gymnastics membership is due on 1st October every year. The money for your membership will be taken with the first monthly instalment you make for classes.
2. The annual RHGC membership includes British Gymnastics insurance and is due every October, from 2020-21 this is **£40 and includes insurance**. This includes G1/2 and Boys squad groups. Members must register their own details with British Gymnastics and must register Robin Hood as their primary club, therefore no additional fee will be requested. This must be completed before the payment can be processed and before the insurance becomes valid.
3. Squad fees are made payable on 20th of every month as an advanced payment for the following month. Once accepted onto a squad, an email will be sent to you with instructions on how to set up your account. Squad gymnasts will be members of British Gymnastics. The October 2020-21 fee for RHGC & BG membership is **£65**. Members must register their own details with British Gymnastics and must register Robin Hood as their primary club, therefore no additional fee will be requested. This must be completed before the payment can be processed and before the insurance becomes valid.

*** Please note: Any fees for ALL disciplines not paid on time will result in gymnasts not being able to train until the fees are up to date. Fees are set per group and must be paid even if sessions are missed. If gymnasts cannot attend all sessions set for their particular group, coaches will look for a more suitable group. ***

4. Fees are standardised across the club and are calculated on a package basis which includes training sessions, individualised training programmes & conditioning, administration and professional service.
5. Fees include additional sessions during holiday periods, should this be appropriate for the group.
6. The club does operate a reduced fees scheme, which can support if you are struggling / unable to pay your child's fees. The reductions can be granted up to 50% of the total fees and come under 3 categories: severe hardship, head coach discretionary and long term injury/illness. To apply for reduced fees, you must send a letter or email to your Head Coach in the strictest confidence. You will need to detail why you are applying and supply any evidence (e.g. benefits received etc,

change in circumstance, medical records). Please be advised the reduced fees scheme is reviewed regularly and a time period for claiming reduced fees does exist.

7. RHGC Cancellation policy - if you wish to cancel your account please follow the below steps -

- Email info@robinhoodgymnastics.co.uk
- Log into your loveadmin.com account and cancel your pre authorisations for future payments
- ONE months notice is required
- NO refunds can be given if you do not follow the above process
- COVID NOTICE - credit payments are ONLY eligible for lockdown 1.0 for fees received for the month of April 2020. In addition, we are allocating x 1 holiday club credit per month paid for November 2020 lockdown 2.0 and January - March lockdown 3.0. You may use your credit for ANY holiday sessions throughout 2021. We have also provided continued weekly zoom sessions.

8. If you have any questions, concerns or problems with paying fees please contact our club manager on info@robinhoodgymnastics.co.uk

Squad places

1. Squad gymnasts will be required to trial before they are offered a place at RHGC. Should you be offered a trial/place, you will need to confirm your place and date of attendance.
2. If you have come from another club, we reserve the right to inform the club once you have accepted your place, until then it will remain confidential.
3. For squad gymnastics, gymnasts will only be offered a place at RHGC should the relevant coach feel they meet the standard required for that group. Alternative groups may be offered if appropriate.
4. When in a squad training group, attendance, performance and effort will be monitored. Throughout the year gymnasts will need to show they can perform at the level required for their group, gymnasts may be subject to re-trialing at ANYTIME. This means their performance will be closely monitored and if necessary an alternative group may be offered to better suit their needs.

Communication

1. Any parental concerns must be voiced through the correct channels. Firstly, please seek information from our website and handbook. Secondly, please speak to your child's coach before or after training. If they are unavailable or unable to resolve your concern, please contact your Head Coach or Club Manager.

*** Please note: during training hours, our coaching team must not be disturbed.***

2. Should you have any general queries, please contact the team in the Office on info@robinhoodgymnastics.co.uk
3. It is your responsibility to check our notice boards and website for notices and news.
4. Should you have any concerns regarding child welfare, please contact our Welfare Officers
confidentiality - details can be found on our website and displayed in the gym.

RHGC take the welfare of all our members seriously, and have a welfare officer in place, please see details of all contacts below:

RHGC Welfare Officer - Clare Saporita (saporita@hotmail.co.uk)

East Midlands Welfare Officer - Linda Thompson, Jenni Harris, Tony Ford - East mids.rwo1@british-gymnastics.org

British Gymnastics Welfare Officer - ethics@british-gymnastics.org

5. RHGC has a compliments, concerns and complaints procedure please see details in our handbook.
6. RHGC has a fund-raising committee that plays a vital role in supporting them and we strongly encourage all parents to become involved.
7. Whilst we appreciate parents need to contact coaches on occasions can we ask you are mindful that coaches contacts are often personal numbers or emails. We ask you to keep contact to emergencies only and within one hour of training starting or finishing (for issues of lateness, illness etc). Coaches should not be contacted where possible on days off or holidays. Should you need general information about your child's gymnastics please wait until the next convenient time to speak to their coach. Should you contact a coach outside of the stated hours, please be aware they may not reply until their next working period.
8. Robin Hood gymnasts are encouraged to do some home stretching and conditioning to aid their progression, however please refrain from allowing your gymnast to train any skills in a non gymnastic environment. In addition, parents should not attempt to coach gymnasts from the viewing gallery, cafe area or during play sessions such as drop in. Whilst we encourage parents to actively support their child, these practices can be of detriment to the gymnast, if you feel your gymnast needs extra support please speak to the lead coach for a specific home exercise plan. We would like to remind parents no videos or photos should be taken during training, and any of such nature should not be shared on social media with other members present without their permission.

SOCIAL DISTANCING MEASURES DUE TO COVID-19

Please re-familiarise yourself with the RHGC code of conduct for all members found on our website handbook, as these continue to be at the forefront of our gymnastics club. However, we would like to bring particularly attention to procedures implemented due to the impacts of COVID-19, enabling us to conform to social distancing requirements and provide a safe and secure environment for all our users:

On site we have:

- A receptionist trained and screened
- A welfare person/coach to greet and remain on site to continuously guide Covid protocols
- A group coach

Procedures for all members:

1. Gymnasts will be let in at the door by our welfare person/coach/receptionist.
2. Parents will not be allowed to enter the building. Gymnasts should bring minimal items to training with them and keep in their personalised box. Communication with parents is preferred through email due to social distancing, if required a safe meeting can be arranged.
3. Gymnasts will be supervised washing their hands on arrival and using hand sanitiser.
4. Staff will arrive before to disinfect the gym, and will remain after each session to disinfect every apparatus.
5. Floor markings are in place around the gym. There will be no handling of the gymnasts and social distancing will be maintained.

6 The viewing gallery and cafe will be closed until May 17th.

7. We will not be able to provide hair tiebacks, water or any items of spare clothing. Gymnasts must have their own elastics, water spray, chalk box and weights – nothing can be shared. Floor music should be on a Robin Hood usb named (no phones etc will be used in the gym).

8. You must arrive at the appropriate times to collect your children and remain outside the gym - please maintain social distancing. Be patient on collecting your children in order for us to deliver them back to you safely.

9. You must arrive for your class 10 minutes before and line up at the markings outside the main entrance, late arrivals will not be allowed.

10. Between apparatus change gymnasts will be sent to wash/sanitise their hands.

11. Discipline will be strict and social distancing maintained.

12. Coaches and gymnasts temperatures MAY be taken on entrance. Any coach or gymnasts that feels even mildly unwell must stay off.

ROBIN HOOD CODE OF CONDUCT FOR COACHES, JUDGES, OFFICIALS AND VOLUNTEERS

The essence of good ethical conduct and practice is summarized below. All coaches, judges, officials and volunteers must:-

1. Consider the well-being and safety of participants before the development of performance.
2. Develop an appropriate working relationship with performers based on mutual trust and respect.
3. Hold the appropriate valid qualifications and insurance cover.
4. Make sure that all activities are appropriate to age, ability and experience of those taking part and ensure that all participants are suitably prepared physically and mentally when learning new skills.
5. Display consistently high standards of behaviour and appearance, dressing suitably, removing jewellery and not using inappropriate language at any time whilst involved with club activities.
6. Never consume alcohol immediately before or during training or events.
7. Obtain prior agreement from the parent/guardian of performers before transporting them
8. Never have performers stay overnight at your home alone.
9. Never exert overdue influence over performers to obtain personal benefit or reward.
10. Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the BG Child protection procedures.
11. Never condone rule violations or use of prohibited substances.
12. Make sure that confidential information is not divulged unless with the express approval of the individual concerned.
13. Promote the positive aspects of the sport (e.g. fair play)
14. Encourage performers to value their performances and not just results.
15. Follow all guidelines laid down by BG and Robin Hood Gymnastics.
16. Do not use mobile telephones at any time during a coaching session.

17. Submit all timesheets promptly as late ones may not be processed

ROBIN HOOD CODE OF CONDUCT FOR GYMNASTS AND ALL USERS

Robin Hood Gymnastics Club is fully committed to safe-guarding and promoting the well-being of all its members. The Club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Members are encouraged, therefore, to be open at all times and share any concerns or complaints that they may have about any aspect of the club with Rachel Griffiths (Club manager) or our appointed Welfare Officer.

As a member of Robin Hood Gymnastics you are expected to abide by the following club rules:-

1. All gymnasts must participate within the rules and respect coaches, judges and their decisions.
2. All gymnasts must respect opponents and fellow club members.
3. Gymnasts should keep to agreed timings for training and competitions or inform their coach if they are going to be delayed or absent.
4. Members must wear suitable attire for training and events as agreed with the coach. All long hair must be tied back and all body jewellery must be removed. The gymnast will not be allowed to participate while wearing jewellery no matter how recently the piercing took place and artificial nails must not be worn.
5. Members are required to look after the gym equipment and tidy up before and after training. Gymnasts MUST NOT use any equipment unless accompanied by an appropriate coach. We ask that all parents and gymnasts respect our Academy, and that outdoor shoes are not worn inside the gym, and that any rubbish is placed in the bins. Please report any issues to a coach.
6. Parents are required to accompany their children to and from the gymnasium; coaches will ensure safe dismissal of gymnasts to their parents. We would appreciate your child being collected promptly following their session.
7. No parents are allowed to be in the gymnasium during training sessions, unless invited by a coach, briefly to collect young children or at organised events (competitions, fundraising etc). Conversations with coaches should be kept until after the session is completed.
8. Members should bring any necessary personal equipment with them to training (floor music, hand guards) and have a suitable drink of water to last them the session.
9. Members must pay for any fees for training or events promptly.
10. It is the responsibility of the gymnasts and parents to check letters, notice boards, Facebook pages and the website. Information will be passed through these channels to avoid disturbing coaches.
11. Members must not smoke, consume alcohol or take drugs of any kind whilst representing the club at competitions or other events.
12. Members must inform the coach of any injuries or illness that they may have had before the warm-up begins.
13. Members must not eat or chew gum during a session except when having a break.
14. Members must not use bad language.
15. Members should remain with coaches at the end of a session until collected by their parent or guardian.

16. Members partaking in pre-school gymnastics are asked to ensure -

- That your child arrives promptly for the start of their class, wearing soft trousers, shorts or leotards.
- All long hair must be tied back and all jewellery removed. No child is permitted to participate while wearing jewellery no matter how recent the piercing, in line with British Gymnastics policy.
- No food or drink is allowed in the gymnasium but a water fountain is available.
- Please ensure that your child has visited the toilet before the start of their class.
- Please inform the coach at the beginning of the session if the usual person is not collecting your child.
- Please notify the coach of any special needs that your child may have.
- No photography or videoing is permitted during the session.

CHILD PROTECTION/VULNERABLE ADULTS POLICY AND PROCEDURES

Robin Hood Gymnastics Club have adopted the BG safeguarding and protecting children and vulnerable adult's policy, with all coaches working towards this having attended recognised coaching courses, safeguarding and protecting children courses and completed a CRB. The club has also appointed welfare officers which have attended safeguarding and protecting children training and time to listen.

Coaches are trained to an appropriate level for the gymnasts they coach and will stay within the restriction of their qualification. They will also ensure a safe environment for the gymnast to train in, reducing the risk of injury to a minimum.

Robin Hood Gymnastics Club is committed to ensuring that those working with children and vulnerable adults adopt the best possible practice to ensure the health, safety and welfare of the participants and staff.

Robin Hood Gymnastics Club will endeavour to promote the highest standards of care for all members, staff and officials by:-

- The adoption of British Gymnastics Health, safety and welfare guidelines.
- The adoption of British Gymnastics guidelines for the protection of children and vulnerable adults.
- The appointment of a Welfare Officer to whom grievances or complaints can be made confidentially.
- Ensuring that coaches and officials have been screened to confirm their suitability to work with children. This will include criminal record disclosure if appropriate.
- Ensuring that the best coaching practice guidelines are followed at all times.
- Ensuring that grievances or complaints are dealt with promptly and in accordance with the grievance procedure.
- Ensuring that there are a minimum of two responsible adults at all training sessions.
- Ensuring that the participants and parents are aware of the purposes of videoing, filming or photography during training or events.
- Having a zero tolerance level of poor practice, bullying or any other potential form of abuse. Enforcing a strict code of conduct for all members, staff and coaches.
- Promoting the ongoing training and development of coaches both through British Gymnastics Coaching schemes, and in child protection training.

- The club encourages individuals from all communities to become involved in all levels of participation, coaching, officiating and management. All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability.

EQUITY POLICY

Robin Hood Gymnastics Club has adopted the BG Equity policy and aims to provide gymnastics for all, offering pre-school gymnastics to elite level. At RHGC we offer opportunities in Women's, Men's, General, Pre-School, Adults, Dance, and Tumbling. The club encourages individuals from all communities to become involved in all levels of participation, coaching, officiating and management.

The club ensures that all coaches, staff members, committee members and club members adhere to the following principles:

1. All persons must respect the rights, dignity and worth of every human being
2. All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability.
3. An equal professional service will be provided for all participants and discrimination through race, gender or disability will not be tolerated. Sexual and racial harassment and discrimination is prohibited.
4. The equity policy will be enforced through the discipline procedures that are also in place to enforce the club codes of conduct.
5. Employers have an equal opportunity, anti-harassment and bullying policy in place.
6. Any complaints should be made via the welfare officers and will be investigated in a timely manner, with disciplinary procedures in place.

SOCIAL MEDIA GUIDELINES

Nowadays the use of social media is everywhere and we should embrace it, however you should make sure this use is proactive and positive. At Robin Hood Gymnastics Club we take the misuse of social networks seriously. Anyone found misusing the social media will be dealt with immediately in the appropriate manner. In order to prevent misuse please take note of the current guidelines set by sporting governing bodies:

1. Do be yourself, but remember everyone can see you.
2. Do share your experiences and achievements but be responsible and honest.
3. Do not talk negatively about other competitors, coaches, clubs, countries or teams.
4. Do not forget who may be reading your profile, posts and comments.
5. Do not use derogatory or bad language.
6. Do not give out personal information; only make friends with people you know.
7. Do not link, view or add inappropriate content.
8. Remember pictures may be seen by everyone.
9. Think before you post, it is almost impossible to delete posts completely from the internet!

10. Finally report anything that concerns you.

11. No photos are allowed to be taken in the gym by parents, unless at organised events with BG permission.

For further information on social media guidelines, please see the British Gymnastics website.

DISCIPLINE

This policy addresses both the promotion of positive behaviour and our policy on rewards and sanctions with regard to behaviour of our gymnasts and wider community.

Everyone at RHGC has a part to play in the promotion of high standards of behaviour and conduct. It is important that there is a clear code of conduct reinforced by a balanced combination of rewards and consequences, within a safe, secure and positive environment.

We acknowledge that the vast majority of gymnasts and parents behaviour and conduct is appropriate, positive and supportive of RHGC staffs' work. However, it is important to make clear and explicit our expectations.

We regard behaviour and discipline to be a highly important aspect of a gymnast's attitude and character development. Good behaviour and discipline is crucial in maintaining the health and safety of all gym users.

Good behaviour should be promoted in a consistent way in order for all gym users to feel safe and secure, the Club to be orderly and to set the tone for positive relationships at RHGC. Behaviour, which in any way, disrupts training or creates a negative environment within the Club is unacceptable and, through the constant promotion of positive behaviour, we seek to minimise, if not eliminate any such behaviour. This applies to all stakeholders e.g. gym users (gymnasts), staff, parents and carers and others.

AIMS

- * To promote an environment where we help our gymnasts' and gym users to control themselves and to learn that they are responsible for their own behaviour.
- * To create a calm and ordered training environment.
- * To encourage consideration for others by promoting respect, courtesy, tolerance, teamwork, trust and honesty within the wider community (including gymnasts, staff and parents).
- * To support the development of self-esteem and self-respect for gymnasts.
- * To develop pride in the efforts, skills, abilities and work ethic, as well as achievement of gymnasts.

ROLES AND RESPONSIBILITIES

We value each and every individual within our Club and encourage their contribution to shaping a welcoming, safe and fair environment for all. Adults are expected to be role models and therefore parents, staff and the wider community should also follow the code of conduct, to ensure harmonious relationships permeate through the Club.

Robin Hood coaches seek to create a positive environment with raises gymnasts' self-esteem and confidence. Therefore positive rewards are used. For RHGC to create and maintain a productive training environment, gym users must be aware of sanctions and to understand that for all actions there are consequences. RHGC uses a number of sanctions to enforce the behaviour expectations and code of conduct, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation. Sanctions will be used in a balanced way and will focus on the act and not the individual. Gymnasts should be helped to understand why their behaviour is not acceptable.

Some children, including those with SEND who have specific needs relating to behaviour, will find it continually difficult to follow the Code of Conducts. Parents should liaise with coaches regarding their child's needs and discuss which discipline and session is the most appropriate. Robin Hood coaches may suggest a child moves groups and/or discipline, to where it is most appropriate. We recognise that every child is unique and that poor behaviour may be exhibited for a variety of reasons. As such, Robin Hood coaches and staff use their professional judgement and their knowledge of the gymnast, to ensure appropriate strategies are used at key points in the behaviour and discipline code.

Robin Hood behaviour/discipline procedures

Gymnast's behaviour will be monitored during each session. Squad gymnasts, in particular, are expected to display a high standard of behaviour. For any members/visitors who break our code of conduct Robin Hood has a '**3 strike policy**' that can be viewed on our website.

RHGC Compliments, Concerns & Complaints Procedure

If you have specific compliments/ concerns/ or complaints with respect to the activities of the club, in the first instance you should speak with your son/daughter's coach either before or after a training session. Please do not attempt to engage the coaching staff during training sessions. In some cases it may not be possible to catch a coach before or after the session as they may have another session to coach. In this case please go to Reception and complete a 'RHGC Meeting Request Form'. If reception is not open, there are forms on the wall that you can post into the letterbox. We will contact you by phone or email to confirm the meeting arrangements.

If after talking to the coach you remain unhappy with the response, please contact either the Head Coach or Club Directors. Thereafter, if the concerns have not been resolved to your satisfaction, it will be dealt with through the RHGC complaints procedure. Any complaints should be made in writing to Robin Hood Gymnastics Club's Board of Directors. Please note any formal communication with RHGC must come through our official channels - the club phone number: 0115 8374180 and email: info@robinhoodgymnastics.co.uk.

Texting or calling of coach's personal numbers is discouraged and may be viewed as harassment. Inappropriate texting of coaches by gymnasts, parent/guardians or volunteers is taken very seriously by the club and may result in disciplinary action being taken. All official RHGC communications will be through official channels not from coach's personal phones.



Coaching Team & Responsibilities

<p>Coaching Director</p>	<p>Claire Barbieri IPC (International Performance Coach) Bed (hons) Child Psychology BG Master coach Consultant Adviser to Scottish Commonwealth Team Technical Expert GB Squads Head of Delegation award Level 2 Pre-School coach Level 1 Cheerleading coach</p>	<p>Overall responsibility for coaching, clinics & technical support.</p>
<p>Coaching Director</p>	<p>Laurent Barbieri Olympic Performance Director for French Federation Professor of sport French Federation Head National coach at 4 Olympic Games World Medalist 1985 1984 Olympian</p>	<p>Overall responsibility for coaching, clinics & technical support.</p>
<p>Coaching Manager/Head Coach</p>	<p>Jemma Wilson High Performance Coach BG Tutor England Assitant Coach MSc Sports Therapy BSc Sport Science Level 2 Pre-School Coach Level 2 Children’s Mental Health Level 2 Nutrition</p>	<p>Support for all areas within the club. Lead Coach to E1 & 2. Responsible for all gymnasts.</p>
<p>Senior Coach/Assistant Head</p>	<p>Fred Voortman Level 4 WAG coach BG Tutor Level 2 Children’s Mental Health Level 2 Nutrition</p>	<p>Responsible for squad gymnasts - E1 & 2. Responsible for all gymnasts.</p>

Senior Coach	Sarah Beveridge Level 3 WAG coach	Responsible for squad gymnasts - E3/4. Recreational Lead.
Senior Coach	Alba Farre Level 2 Rhythmic coach	Responsible for squad gymnasts - Rhythmic. Floor routine and Ballet choreography. Pre School Lead.
Coach	Sapphina Anderson Level 2 WAG coach	Responsible for squad gymnasts - S1/2 & E4.
Coach	Trudy Burkey Level 2 Coach Club Judge	Responsible for squad gymnasts - S3 & G1. Coach to recreational.
Coach	Tom Morley Level 1 WAG coach	Responsible for squad gymnasts - S1/2 & Boys. Coach to recreational.
Coach	Sophie Attwood Level 1 WAG coach	Responsible for squad gymnasts - E4 & G1. Coach to recreational.
Assistants	Carrie Brown Level 1 WA Coach, club Judge Jessica Isagba Level 1 Coach Aldrin Salvilla, Elaine Dawn Volunteers	Coach for recreational & Pre-School classes.

Administration Staff & Responsibilities

Manager & Co-Founder of RHGC	Rachael Griffiths Level 2 WAG coach Coach to 1989 British under 9 champions	Responsible for all administration matters at RHGC, bookings, website, supplies, stock, receptions, marketing, registers & privates.
Receptionist	Timea Gróf	Responsible for recreational membership, registers, parties & badge administration.
Volunteer Receptionist	Aisah Gainey	Reception duties & general enquiries.
Competition Secretary/ Club Director	Veronica West	Club representative on Notts County Association & events, competition entries.
Welfare Officer	Clare Saporita	RHGC welfare officer.
Financial Manager	Sue Sanderson	Accounts, financial policies, HR, BG memberships, fees, invoices & pay role.
Club Director	Madeline Grealy	

Club Kit

All gymnasts are invited to purchase the club kit. The kit must be kept in good condition so that it is presentable at displays and competitions.

Gymnasts can also organise the re-sale of their kit through the club store or website. Parents must contact reception and the coaches to facilitate and organise the resale of their old kit.

The Club colours are **navy** and **silver**

Gymnasts and parents are invited to purchase:

Clothing

- Girls Robin Hood Navy Short Sleeve Leotards
- Girls Little Stars Leotards
- Adidas Tracksuit
- Boys Leotards
- Girls Robin Hood Navy Shorts
- Robin Hood T-shirt's (various colours)
- Robin Hood Navy Hoodies (various styles and colours)
- Robin Hood Navy Onesies

Accessories

- Robin Hood Cap
- Robin Hood Drawstring Bags
- Various other items during seasonal fundraisers

Please remember that before participating in any training / competitions gymnasts must prepare their presentation and think about the following:

1. Hair must be securely tied back and fringes kept short and tidy
2. No Jewellery, earrings should be covered with plasters if cannot be removed
3. Appropriate clothing (no jeans, dresses, hooded tops)
4. Gymnasts should bring a bottle with water for training

Competitions

Robin Hood will Host the 'RH Invitational' and 'Sandra Clarke Cup' every year. These will be club, regional and international events and all RH members will be needed to help organise and promote the event.

We may enter County, Regional and Club events and some gymnasts may even get to compete at National events.

Competitive gymnasts will be informed as to which competitions they will be expected to compete in. Names, dates, venues and preparation process will be highlighted and communicated individually to the gymnasts competing. It is very important to RHGC that each individual gymnast has a positive competition experience and therefore the coaches will spend several weeks deciding what is appropriate for each individual. There is usually an entry fee needed for competitions and RHGC coaches will give their voluntary time to support the gymnasts in competitions, please all support each other to plan and organise these events to be a fun positive experience for all gymnasts.

Gymnasts may begin official competitions at eight or nine years old. There may however, be several friendly or county competitions before they reach nine.

When gymnasts are not competing it is important that they try to support their team. This will also be to their benefit so they know what to expect when they compete.

The parent fundraising committee may be asked to host several competitions at the gym and everybody will be asked to help in some way. Events like this are very useful for raising funds.

**Thanks for being a part of
Robin Hood Gymnastics Club**

Appendix 1 - Consent form

Dear parents,

Welcome to Robin Hood Gymnastics Club, a dedicated training facility for gymnastics. RHGC is directed by Claire and Laurent Barbieri, who have had success from county to international level of performance, with a wealth of gymnasts achieving countless success at European, Commonwealth, World and Olympic Games.

On our website are the club handbook, policy and procedures. Please familiarise yourself with these as they will help you understand the structure of the club.

In addition, it is also important for you to understand that gymnastics is the fundamental preparation for all physical activities and to compete at a higher level can be very difficult. Sometimes gymnastics can be hard work and dangerous, gymnasts may occasionally suffer injuries however, every precaution is taken to avoid this. Alongside fully qualified coaches and a safe environment, the gymnast's training programme will involve a high proportion of body conditioning and preparation. Gymnasts will be advised and encouraged to look after their general health and body. Gymnasts may also have times of high and low emotion, but overall should have fun, please make yourself aware of this and support them through all occasions.

All the coaches at RHGC work to set guidelines and all want the best for every child in the club.

Please fill in the form below to confirm you understand the rules and accept the conditions that apply.

I/We the parent/Guardian of:

.....

AGREEMENT - Club Handbook, Policies and Procedures

I have read and understood the handbook, terms, conditions, policies and procedures of becoming a member of Robin Hood Gymnastics Club:

Signed

Date

CONSENT - Video, Film or Photograph

I give consent for my child's video, film or photograph to be taken by members of RHGC, coaches and committee. Such video, film or photographs, may be used for training purposes, for public display at the club premises, used in press releases or on the Club's Web Site and Social Media Platforms.

Signed.....

Name
(Parent/guardian)

CONSENT - First Aid

I give permission for my child to receive First Aid treatment by a qualified first aider should this

be necessary.

Signed.....

Name
(Parent/guardian)

WAIVER - Transporting of gymnasts by coaches, committee or parents

I give permission where needed for my child to be transported to and from the Club Premises or to and from competitions, training days or other events by a coach, member of the committee or other parent, in their car, until further notice and accept full responsibility for my child.

Signed.....

Name
(Parent/guardian)

WAIVER - Gymnasts traveling to and from the club premises without parents or guardians

I give permission for my child to travel to and from the club premises (either traveling on foot or bicycle) on their own, and accept full responsibility for them during this time.

Signed.....

Name
(Parent/guardian)

Appendix 2 - Privacy Policy

Robin Hood Gymnastics privacy notice

At **Robin Hood Gymnastics** we take your privacy seriously and will ensure your personal information is kept secure. We provide gymnastics activities and are registered with British Gymnastics who govern the sport and offer competitions and events in which we may participate.

How we use information about you

We need to process information about you or your child for the following reasons:

- Contractual purposes

To provide the gymnastics activity you have requested, communicate with you about this activity, changes to our terms and conditions and to process payments.

- Legitimate interests

To meet the legitimate aims of the club and ensure your child is well supported and safe whilst participating in gymnastics. This includes:

Carrying out any relevant risk assessments:

Some individuals may present with a medical condition that may be a risk of harm from participating in gymnastics. It is vital that you share any relevant medical information. We will ask for your agreement to undertake any appropriate assessments.

Identifying any reasonable adjustments and adaptations to support inclusion:

If you or your child has a disability or any special needs, we will review the information you have provided to help us identify any actions we can take to support inclusion. We may need to ask you for more information to help us in this process.

Responding to any comments, questions or complaints you may send us.

Maintaining class attendance records and contact details for emergency purposes.

Filming and taking photos for coaching purposes and/or to promote the club on our website, club social media account and in communications. All film and photos of children will only be published in line with our safeguarding policy.

You have the right to object to any of the above uses of your information by contacting us. Please note that in some cases, this may affect our ability to carry out the things we need to do for you to take part in gymnastics.

- Legal reasons

To comply with applicable laws and protect legitimate club interests and legal rights. This includes but is not limited to the use of your information relating to legal claims and compliance and regulatory activity.

- Marketing

With your consent, we may send you information by email, SMS or via social media, club news, activities, products and opportunities that we think will be of interest to you. You can ask us to stop sending you this information at any point by **emailing us**.

Why we share your information:

We will not share your information with any other organisations except with your consent or in exceptional/emergency circumstances where we believe that the sharing of information about you is vital to protect you, your child or another person.

If you/your child want(s) to enter a competition provided by an external organisation, we will, with your agreement, share the information required to enter the event, usually name, DOB and gender. Most competitions are large events and there are likely to be photographers and people filming.

Individual rights:

You have the right to see the personal information we hold about you. You can log in to 'My Account' any time to view/amend/delete the information we hold about you on this system. This is the account you set up to register for classes. You can also request a copy of any other information we hold by writing to us.

If we do hold other information about you, you can ask us to delete it or correct any inaccuracies. We will either make the requested amendments or provide an explanation as to why we are not making changes.

If you leave the club, you can amend your club registration by logging into 'My Account'. The information you have provided will be deleted, except where there is a legitimate and lawful reason to continue to hold your data. In the absence of a legitimate and lawful reason to retain any other information we hold about you, this will be deleted after 12 months, unless you re-join the club within that period.

When leaving **Robin Hood Gymnastics** and if you no longer wish to receive marketing information via our third party marketing provider 'Mailchimp.com', please unsubscribe from the mailing list by clicking the link on any newsletter email.

When leaving **ROBIN HOOD GYMNASTICS** please notify **ROBIN HOOD GYMNASTICS** via email (info@robinhoodgymnastics.co.uk) and we will delete all personal records (with the exception of any payments made for accounting purposes) kept by **Robin Hood Gymnastics** on loveadmin.com who hold data as our third party. Members should log into their accounts and cancel their direct debit payments should they wish to leave the club. Please contact London & Zurich, who hold data as our third party directly if you wish them to remove your data from their London & Zurich system.

Security:

We are committed at **Robin Hood Gymnastics** that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and management procedures to safeguard and secure the information we collect online.

Only paid employees, contractor coaches and Directors of **Robin Hood** have access to personal records kept on site. All records are kept in a locked cabinet and no details are taken home by staff.

Changes to the privacy notice:

We keep our privacy notices under regular review. This privacy notice was last updated by **Robin Hood Gymnastics** on 6th July 2020. **Robin Hood Gymnastics** privacy may change so please review notice boards regularly.

If you have any queries at all, please email:- info@robinhoodgymnastics.co.uk

In relation to the RHGC privacy policy please see the notice below regarding:

Photography Consent for Public Events, Robin Hood Gymnastics, Ellesmere Court, Haydn Road, Sherwood, Nottingham NG51DX.

Crowd release for Robin Hood Public Events including, Festivals, Displays, Competitions and all other special Media Productions and Events

By entering and by your presence here during our public event (Robin Hood Gymnastics), you consent to be photographed, filmed and/or otherwise recorded. Your entry constitutes your consent to such photography, filming and/or recording and to any use, in any and all media throughout the universe in perpetuity, of your appearance, voice and name for any purpose whatsoever in connection with the production of such media for any marketing, commercial or editorial purposes or campaigns.

You understand that all photography, filming and/or recording will be done in reliance on this consent given by you by entering Robin Hood Gymnastics Facility, Haydn Road, Sherwood, NG51DX. If you do not agree to the foregoing, please do not enter this area.