



Parents
HANDBOOK

2022

RECREATIONAL PARENT'S HANDBOOK

Robin Hood Gymnastics Club is pleased to welcome you into our Squad. 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. However 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 duties.

In this documentation you will find all necessary information regarding training schedules, finances, club personnel contact Information and required forms to be filled in. Please make it a priority to read and return any forms to the rear of the handbook as soon as possible.

Gymnastics is a very disciplined sport and the outlined procedures regarding codes of conduct, communication and disciplinary are there to safeguard the well being and safe gymnastics development of your child whilst also providing the correct environment for the coaching staff to develop your child's abilities

Although not every performer reaches national or international performance standard it is our intention to develop our gymnasts' potential so they can be the best that they can be.

ROBIN HOOD GYMNASTICS CLUB "STRIVES TO INSTIL A LIFELONG APPRECIATION OF MOVEMENT, EXERCISE AND SPORT WHILE TEACHING CHILDREN THE REWARDS AND QUALITIES OF DEDICATION AND HARD-WORK"



GENERAL GOALS

1. To create a fun and enjoyable family environment for all gymnasts regardless of size, ability or fitness levels.
2. To provide opportunities at all levels with Women's, Men's, and Recreational Gymnastics, we also work with the wider community offering pre-school, disability inclusive classes, school use and adult classes.
3. To develop health, fitness and social integration, whilst contributing towards physical and psychological well-being.

COMPETITIVE SQUAD GOALS

4. To achieve broad and consistent success across all levels of competition.
5. Seek Robin Hood representation in all levels of National squad and to participate for Great Britain and England at all international tournaments.
6. To help each individual reach their potential as a gymnast or coach and enjoy a fit and healthy sporting career.

SPECIFIC AIMS

1. To provide a structured system and pathway providing all our members a suitable opportunity to experience gymnastics, regardless of age or ability.
2. At competitive level we aim to provide programmes of training that match gymnast's individual ability and encourage and develop gymnasts to train and compete at all levels whilst protecting their physical and mental wellbeing.
3. To work in conjunction with the latest knowledge and British Gymnastics to identify attributes towards high level competitions and to provide appropriate support and pathways for such individuals.
4. Increase the skill and fitness levels of all gymnasts using general and precise conditioning and preparation, in order to protect their wellbeing.
5. Keep records of attendance, illness, injury and history of individuals in order to personalize specific training schedules. Have close communications with medical back up and physiotherapists.
6. To direct all coaching staff to keep up to date knowledge of development programmes, the international code of points, national grades, regional and national rules.
7. Produce precise programmes of work for all gymnasts at all levels and to set up links with smaller clubs and provide an elite performance centre to develop the gymnasts skills appropriate for their developmental stage.
8. To encourage and support coaches and judges to attend courses, improve their qualifications.

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.
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.
3. Individual meetings will be held with personal coaches at least once a year or when requested by any party to discuss progress and development of individuals.

FEES POLICY

Registration and Fees

1. **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, unless a prior arrangement has been agreed.

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 installment you make for classes.

2. The annual RHGC membership includes British Gymnastics insurance and is due every October, from 2021-2022 this is **£40**. This includes AR, 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 2021-2022 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 or please contact to discuss individual arrangements.**

4. Fees are standardized across the club and are calculated on a package basis which includes training sessions, individualized 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 authorizations for future payments
- **ONE month's notice is required** - Our system uses an automatic collection and RHGC staff cannot intercept or cancel this system.
- **NO refunds can be given if you do not follow the above process; As RHGC is charged for every transaction. We may be able to provide refunds in exceptional circumstances, but an admin charge and collection fee from the outside company will have to be paid.**

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 and for the physical, emotional wellbeing.

Communication

1. Any parental concerns must be voiced through the correct channels. Firstly, please seek information from our website and handbook. Secondly, please arrange to speak to your child's coach at an organized meeting. If they are unavailable or unable to resolve your concern, please contact your Head Coach or write to the directors.
 - **Please note: during training hours, our coaching team must not be disturbed.**
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2. Should you have any general queries, please contact the team in the Office on info@robinhoodgymnastics.co.uk.
3. 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

4. RHGC has a complaints procedure please see details on our website.
5. RHGC has a fund-raising, supporters committee that plays a vital role in supporting them and we strongly encourage all parents to become involved.
6. 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.
7. 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.

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

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 organized 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 inappropriate 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 except bottles water.
- 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 and reception promptly and send an email prior to the class 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 Part of the GB Coaching team at 3 Olympics, 12 world championships and 17 European Championships, Technical Expert GB Squads Head of Delegation award Level 2 Pre-School coach Level 1 Cheerleading coach</p>	<p>Managing Director and 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>Club Director and supporting responsibility for coaching, clinics & technical support. Expert consultant in all technical areas.</p>
<p>Coaching Manager/Head Coach</p>	<p>Jemma Wilson High Performance Coach BG Tutor England Squad Coach MSc Sports Therapy BSc Sport Science Level 2 Pre-School Coach Level 2 Children’s Mental Health Level 2 Nutrition</p>	<p>Lead Coach for all areas within the club. Lead Coach to E1 & 2. Technical advisor and responsible for all gymnasts.</p>

Senior Coach/Assistant Head	<p>Fred Voortman Level 4 WAG coach BG Tutor Level 3 Children’s Mental Health Level 2 Nutrition</p>	<p>Responsible for all squad gymnasts and club responsibility in the absence of the Head Coach . Responsible for the Club social media Posts.</p>
Recreational Lead	<p>Rayner Chay Shaw-Melville Level 2 GG coach</p>	<p>Responsible for all recreational gymnasts and coaching team and GFA squads.</p>
Senior Coach	<p>Sarah Beveridge Level 3 WAG coach</p>	<p>Responsible for squad gymnasts - E3.</p>
Senior Coach	<p>Alba Farre Level 2 Rhythmic coach</p>	<p>Responsible for squad gymnasts – Rhythmic. Floor routine and Ballet choreography. Pre School Lead.</p>
Coach	<p>Sapphina Anderson Level 2 WAG coach</p>	<p>Support coach to all squad groups.</p>
Coach	<p>Georgia Hill Level 2 WAG coach</p>	<p>Responsible for squad gymnasts - C1/2 & Prep. Coach to recreational. Responsibility for club website and assistant to E3/4.</p>
Coach	<p>Trudy Burkey Level 2 Coach Club Judge</p>	<p>Responsible for squad gymnasts - C3. Coach to recreational. Reception & Cafe assistant.</p>
Coach	<p>Tom Morley Level 1 WAG coach</p>	<p>Responsible for squad gymnasts - C1/2 & Boys. Coach to recreational.</p>

Coach	Sophie Attwood Level 1 WAG coach	Responsible for squad gymnasts – E4. Coach to recreational.
Coach	Lucy Jones Level 1 GG coach	Coach to recreational. Coach to AR & G1.
Assistants	Sophia Davies, Mica Cassoto, Elaine Dawn, Caitlin Williams, Wayne Moon, Alicia McLeod, Caitlin Robson, Leon, Heven Taluhan	Coaches for recreational & Pre-School classes. Provide cover and support, various qualifications and in training

Administration Staff & Responsibilities

Head Receptionist	Amy Toft	In charge of smooth running of reception. Reception duties & general enquiries. Support coaching in the gym for recreational & rhythmic.
Receptionist	Ubade Ahmed	Reception duties & general enquiries. . Health and Safety, building regulations and Operations.
Receptionist Assistant	Mica Cassoto	Assistant receptionist and café.
Volunteer Receptionist	Aisah Gainey Blossom Stephens Michelle O’Dowd, Cynthia Francis, Cara Davies	Reception duties & general enquiries.
Cafe Manager	Sharda Ali	In charge of smooth running of cafe.
Competition Secretary/Club Director	Veronica West	Club Secretary, responsible for BG membership and 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	Professor Madeline Grealy	Director and psychological support for all Senior Staff and elite performers.
Parent Chair	Adrienne Pead	Parent fundraising committee lead

All RHGC members are invited to purchase the club kit. The kit must be kept in good condition so that it is presentable. 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 Little Stars or Milano Leotard
- Adidas Tracksuit
- Boys Leotards
- Girls Robin Hood Navy Shorts
- Robin Hood T-shirt's
- Robin Hood Hoodies
- Robin Hood 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 'RH Invitationals' 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**

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 7th Jan 2022. **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.