



***Parents
HANDBOOK***

2026-2027

CLUB PARENT'S HANDBOOK

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.

Once you become a member of RHGC please be aware that it is understood you have read, understand and accept our policies, terms and conditions.

Please check for any new updates and refer to your squad reviews, policies and news updated regularly on the website and social media platforms.

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 action 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.

Our intention is to develop the potential of our gymnasts 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 provide opportunities at all levels and areas in gymnastics.
2. To develop health, fitness, and social integration, whilst contributing towards physical and psychological well-being.

COMPETITIVE SQUAD GOALS

3. To achieve broad and consistently positive, learning experience for gymnasts and coaches across all levels of competition.
4. To help everyone reach their potential as a gymnast or coach and enjoy a fit and healthy sporting experience and/or career.

SPECIFIC AIMS

1. To provide a structured system of programming for all our members.
2. We aim to provide programs of training and groups that match gymnast's individual ability and developmental stage.
3. We aim to encourage and develop gymnasts to train and compete at their own pace, always protecting their physical and mental wellbeing.
4. To provide in house training and work as a team to use strengths and knowledge of individual members to promote a collective responsibility and accountability for the club.
5. Keep correct records of attendance, illness, injury and history of individuals to personalize specific training schedules. Have close communications with medical back up, parents and physiotherapists.
6. To encourage and support the development of young leaders, coaches and judges. Guide them to attend courses to improve their qualifications. Looking at different providers of training in all areas of gymnastics, child development and progression.

Parents viewing of their children's welfare:

1. The Centre has 2 viewing areas in the cafe and viewing gallery, the Mellish facility does not have a viewing area but we welcome parents to view their children training when we organize parental viewing events. Please refrain from long hours, constantly watching as this can be off-putting and the gymnasts can feel pressurized, it can also be very distracting for the gymnasts. We will discourage parents attempting to coach their child from these viewing areas.
2. Parents support group meetings will be held regularly, and all parents will be invited. Whenever possible these meetings will have at least one of the coaching staff/management team available for part of the time to liaise closely with parental issues.
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. Please do not hesitate to request a meeting, even just for a catch up. This is important so that any concerns can be addressed quickly and completely.

FEES POLICY

Registration and Fees

1. **ALL** participants must have Robin Hood Gymnastics Club membership, renewed annually. This is £45. All gymnasts must also have BG membership - details of how to renew this are at the back of this handbook.

There will be no charge for gymnasts moving from the Centre to club - but your gymnast must have BG membership - the level depends on your child's age and competition level.

2. Training fees:

This must be paid every month between 20th and 26th for the fees to be processed for the start of the month and the group register to be prepared and programs ready. Ensuring timely payment is crucial.

Payments after 30th at 5pm will incur an extra £5 administration fee. Payments after 31st will result in training being suspended on the 1st.

Please set up a direct debit to be cleared before the 26th of the month for your monthly fees as listed below.

Ensure the direct debit is scheduled between the 20th and 26th of each month to be registered for the following months sessions. It is very important that this is paid PRIOR to the start of the months training. If the gymnast has not paid it will result in the gymnast not being allowed to join in the session.

If you are having difficulty paying your fees you must contact us at the earliest opportunity, and we will find ways to help. DO NOT LEAVE IT. Should the gymnast arrive to train and fees are not up to date the management team will call home and ask the gymnasts to remain out of the session and to wait in the café, reception until the matter is resolved. If the fees are not up to date for any reason DO NOT SEND YOUR CHILD ALONE TO THE GYM.

Fees Structure

Hours	Group	2026/27 fees.	BG
1	Rec	£39	Not needed
2-3	NGA 3	£63	Not needed
3 1/2-5	Rhy Fundamentals 1 / Rhy Potential / WA Fundamentals / NGA 2	£78	Community
5 1/2 -7	NGA 1 / Rhy Fundamentals 2	£112	Community
7 1/2-9		£123	
9 1/2 -11	Rhy Performance	£133	Competitive
11 1/2-13 1/2	WA Foundation / Fusion	£151	Competitive
14-16	WA Performance 2 / Rhy HP	£165	Competitive
16 1/2-19 1/2	WA Potential / WA Performance 1	£169	Competitive
20 plus	WA Elite	£178	National

Please set up the DD to the amounts corresponding to your groups as below.

Name of business: Robin Hood Gymnastics Club

Account number: 37277596

Sort code : 54-21-47

Please note the squad fees are greatly subsidized.

*** Fees are set per group and must be paid even if sessions are missed. If gymnasts cannot regularly attend all sessions set for the group, coaches will look for a suitable alternative or please contact to discuss individual arrangements. ***

3. Fees are standardized across the club, however are at a greatly reduced rate for squads, they are calculated on a package basis which includes training sessions, individualized training programs & conditioning, administration and a professional service.

4. Our gymnastics program operates on a 50-week cycle, allowing a week closure at Christmas and your annual holiday. The monthly fees cover this period, and unfortunately, we cannot offer refunds or reschedule missed classes due to holidays or absences, as our classes are at full capacity. Fees include additional sessions during holiday periods should this be appropriate for the group. Please note the club is closed ALL bank holidays within the year and on occasions sessions maybe cancelled or rearranged due to events or competitions. Gymnasts will be given a day off after events for their recovery. These are factored into the monthly cost for fees and will not be refunded.

5. Squad fees reduction and injury policy. 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 period for claiming reduced fees does exist.

Injury - Injuries may occur in the gym and especially during intense squad type training. Should a squad member suffer a minor injury and both the coach, the gymnasts and the parent are happy to remain on their normal schedule, but with consideration and isolation of the injured body part there is a document that must be completed to confirm this. Should the injury need a professional medical opinion, and the gymnasts must rest the injured body part the coaching team will plan a training program to allow for this and the gymnast can continue a gentle program. Gymnastics is a multi-body part sport and therefore as far as possible the gymnast will be encouraged to continue to attend training but may reduce the weekly hours or sessions.

There will only be a fee reduction if the injury sustained results in complete absence from the gym for longer than a month. This would usually be when the injury needs operating or a cast fitting and a 6-8 week recovering. The following will the apply:

No fees for 1-month complete rest.

Month 2 the gymnasts would be encouraged to attend 50-60% of her normal schedule and fees will be 60%.

Month 3 the gymnasts would be on a rehabilitation program and the fees will return to normal.

Following the injury the parent must email in confidence the planned and agreed recovery plans to the head coach.

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

- Email info@robinhoodgymnastics.co.uk
- **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, this is usually no more than £5**

If you have any questions, concerns or problems with paying fees please contact our club secretary at the directors address on directors@robinhoodgymnastics.co.uk

7. Starting in our Club:

- We will offer you a place in our club via email. Once you accept the place you should receive this handbook. Please read and return signed documents to reception this is important to ensure all details are up to date.
- 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.
- Gymnasts will only be offered a place at RHGC should the relevant coach feel they meet the standard required for the club.
- When in a squad training group, attendance, performance and effort will be monitored. Throughout the year gymnast's performance will be monitored to ensure the current group is meeting their needs. Performance, effort, attitude & attendance will be closely monitored and if necessary, an alternative group may be offered to better suit their needs and for the physical and emotional wellbeing.
- Coaches will plan and prepare each individual gymnasts training program to match their needs. It is very important that parents accept that children develop at their own pace. Coaches will guide and develop the skills and physical preparation according to the child's own pace. The club will not tolerate parents who attempt to push their child or pressure a coach to push their child to achieve results.

Competitions, Squads, fees.

Competitions and squads are an additional experience for the gymnasts and are optional. You will receive information from our Competition Secretary if a competition has been identified by the coaching team to be beneficial.

These events are expensive to run, take up coach's extra time, judges and coaches' expenses must be met. In addition coaches cover and lots of administration is also needed. The parental supporters committee meet to support and enhance these experiences, so we ask that all parents offer help in this area.

8. Please be reminded if competition entry is NOT received by the entry deadline, NO entry will be made to competition. Our Competition Secretary will send one reminder, after which if we do not receive the entry fee your child will not be entered. We will not enter anyone after the deadline, please contact the coaching team if you do not wish to enter a competition or have problems with entry. Please be aware most competitions are external and we do not receive the programme until approximately 2 weeks before the event - you will receive notice of this as soon as we have it.

9. There are fantastic occasions where gymnasts are selected for squads - regional, GB & England. Congratulations if your gymnast has been selected for 2026-27. If your gymnast is selected for any of these a small donation towards coaches' expenses is requested should the coach be needed to

attend. This is a cost of £30 for GB & England squads and £10 for regional squads. This should be paid via BACS to the fees account BEFORE attendance.

10. On occasions where a gymnast may be selected to compete at events that have prize money attached. If the gymnast finishes in a position where they receive prize money it is suggested by the club that 10% of this will be given back to the club and 10% to the coach. This is not a set rule, but will be considered as a donation for the extra time, funding, work and effort needed from the club and the coach to enable gymnasts to reach this level.

Communication

1. Any parental concerns must be voiced through the correct channels. Firstly, please seek information from our website and this handbook. Secondly, please arrange to speak to your child's coach at an organized meeting.
 - Please note during training hours, our coaching team must not be disturbed. Messages can be passed through the Centre Reception.
2. Should you have any general queries, please contact the Centre team in the Office on info@robinhoodgymnastics.co.uk. Should you wish to speak to the Club head coach please email jemmawilson.rhgc@gmail.com
3. Should you have any concerns regarding a child's 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 several welfare officers in place, please see details of all contacts below:

RHGC Welfare Officer - Ali Oldham or Tammy Hatfield - details found on our noticeboard -

welfare.rhgc@outlook.com

East Midlands Welfare Officer - Linda Thompson, Jenni Harris, Tony Ford - eastmids.rwo1@british-gymnastics.org, eastmids.rwo2@british-gymnastics.org, eastmids.rwo3@british-gymnastics.org

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

4. RHGC has a complaints procedure in place. Details are in this handbook and on our website.
5. RHGC has a fund-raising parents committee that plays a vital role. Funds from this committee are necessary should the gymnasts wish to take part in away competitions and various squads. There are always costs involved when coaches must travel away from the workplace and a replacement coach is needed. This are NOT covered by your standard fees.
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, where possible work numbers and emails should be used only. We ask you to keep contact to emergencies only and within 30 minutes of training starting or finishing (for issues of lateness, illness etc). No contact should be made between 9pm and 9am. 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.

8. RHGC will promote and encourage all gymnast to develop at their own pace and will not push or pressurize gymnasts to meet parental or other external demands. If parents are not satisfied with the professional decisions of the coaching team on grades, competition, grouping, skill levels and other technical issues a meeting to explain these decisions can be arranged. If parents cannot accept the professional opinion of the coaching team and demonstrate unrealistic expectations on the child, the club will report this to welfare as a concern.
9. Examples of concerning behaviours:
 - Constantly questioning the child about their training
 - Punishing a child for lack of achievement in training or competition results.
 - Constantly questioning the coaches regarding skill level
 - over observation from the viewing galleries. [Whole session on a regular basis – every week.]
 - Openly complaining about judges and scores
 - Making the child train when they do not wish to do so.
 - Dismissing the Coaches, welfare concerns and passing blame .
 - Not accepting the child's group, competition level or pathway.
 - The first priority at RHGC is the enjoyment of the sport.

9. Disharmony:

RHGC expect all members and customers to always behave in a respectful manner. Both on-site and offsite. If any parent or gymnast is causing distress or disharmony to the staff or other users they will be given a warning and if the distress to others continues, they will be asked to leave. Examples of causes of distress and disharmony are :- gossiping and criticizing others in public, harassing staff via text, emails. and constantly questioning decisions. Feeding misinformation through any media and using social media, WhatsApp, or group chats to express dissatisfaction and spread discontent or disharmony. Reporting unfounded and/or embellished negative actions of the club or individuals to an outside body without first dealing with any concerns appropriately.

Complaints

A person who files a Complaint must do so with no malice and/or information known to be false, fabricated or retaliatory in nature. Complainants must have reasonable grounds for believing the information disclosed does indeed indicate a violation. Knowingly submitting a false or malicious report will be considered harassment. Embellishing a situation or/ and exaggeration of a situation will also be considered malicious falsehood and the club will consider this as a serious breach of trust.

Complaints must be made in the appropriate manner and within 30 days of their occurrence.

Publicly aired dissatisfaction or gossiping to cause damage to the club's or to a individual coaches reputation will not be tolerated. We will always welcome suggestions and queries of a genuine nature.

10. RHGC policy as per BG directives is no staff member will provide lifts for any gymnasts at any time. RHGC staff members will have no social media contact with parents or gymnasts on any platform. Please refrain from contacting our staff members via these channels.

Policies

ROBIN HOOD CODE OF CONDUCT FOR COACHES, JUDGES, OFFICIALS AND VOLUNTEER.

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. No transportation of any RHGC gymnast at any time.
8. Never exert overdue influence over performers to obtain personal benefit or reward.
9. Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the BG Child protection procedures.
10. Never condone rule violations or use of prohibited substances.
11. Make sure that confidential information is not divulged unless with the expressed approval of the individual concerned.
12. Promote the positive aspects of sport (e.g. fair play).
13. Encourage performers to value their performances, process and not just results.
14. Follow all guidelines laid down by BG and Robin Hood Gymnastics Club.
15. Do not use mobile telephones at any time during a coaching session, unless for emergency and technical filming.
16. Engage appropriately with parents inside and outside of Robin Hood Gymnastics Club, forming professional relationships and boundaries.
17. Always Protect the integrity of Robin Hood Gymnastics Club and its members, when at external events.
18. Control and discipline of gymnasts is always high priority, particular at external events. Gymnasts & coaches should remain professional and disciplined at all time.
19. No coach should contact any gymnast or parent directly via social media platforms. Club posts can be shared on personal pages.

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 the head coach or our appointed welfare officers.

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

1. All members must participate within the rules and respect coaches, judges and their decisions.
2. All members must respect opponents and fellow club members, showing sportsmanship both on and offline, including social media platforms. RHGC does not endorse or encourage the use of any social media groups between squad members.
3. Members 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, long artificial nails must not be worn.
5. Members are required to look after the gym equipment and tidy up before and after training. Members **MUST NOT** use any equipment unless accompanied by an appropriate coach. We ask that all members respect our club, 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 children 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, if you require a detailed meeting please follow the appropriate channels.
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, social media 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 at our facility or representing the club at competitions and 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 in the gymnasium, we ask members use the cafe & viewing spaces.
14. Members must not use inappropriate language.
15. Members should engage appropriately with coaches or staff members inside and outside of Robin Hood Gymnastics Club, forming professional relationships and boundaries. The competition rules should be adhered to respecting boundaries with the field of play for coaches & gymnasts only.

18. Members and their parents should protect the integrity of Robin Hood Gymnastics Club and its members at all times. The club should not be brought into disrepute.
19. Control and discipline of gymnasts is high priority at all times, particular at external events. Gymnasts should remain professional and disciplined at all time. Mobile phones are not allowed during training or competition.
20. No gymnast should contact any coach directly via social media platforms. Club posts can be shared on personal pages.

ROBIN HOOD CODE OF CONDUCT FOR GYMNASTS (CHILD FRIENDLY)



Robin Hood Gymnastics Club CODE OF CONDUCT

-  **1.** I will always try my best and be kind to everyone. We are all unique, and we celebrate our differences.
-  **2.** I will listen to my coach and show respect to everyone, including staff, helpers, judges, teammates, and gymnasts from other clubs.
-  **3.** I will look after our equipment and treat everything with care.
-  **4.** I will support and encourage my teammates and understand that everyone has different strengths, abilities, and skill levels.
-  **5.** I will celebrate success and learn to accept feedback positively.
-  **6.** I will speak up if I am worried or upset about anything. I can talk to my coach, the welfare officers, or my parent/carer.
-  **7.** I will remember to bring a water bottle, my gym kit, and a snack to my training sessions.
-  **8.** I will remind an adult about my training and competition times and do my best to arrive on time.
-  **9.** I will stay safe and always tell a member of staff before leaving the gym.
-  **10.** I will follow our club's online safety and social media rules.

Feel worried or have a concern?

Reach out to someone you trust, like a parent or family member, coach, or the club Welfare Officers. Scan the QR code to contact our Welfare Team.



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 DBS. 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 supported by senior coaches. 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 officers 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 a DBS check and safeguarding education.
- 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 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 and herbal gymnastics. 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.
12. The clubs integrity should be protected at all times.

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

For all other policies relating to the Robin Hood Gymnastics Centre, which RHGC hire please visit their website. This includes policies such as CCTV and dignity & respect.

COMPETITION SQUADS

1. All gymnasts should attend training sessions 10 minutes before the start of their session. Pre-hab exercises and physiotherapy should be completed, as well as setting up for training.
2. Please allow 10-15 minutes after training for gymnasts to adequately condition, stretch and tidy the gym for other users.
3. All gymnasts must attend as often as possible; lack of commitment will hinder their progress. Gymnasts who miss regular training may be offered a more suitable group.
4. Parents are reminded that not all gymnasts will be champions, but all gymnasts can have a happy and successful career. Gymnasts develop at different rates. We offer suitable groups for all abilities.
5. If a gymnast is injured for a sustained period of time the club may offer reduced fees. Injured gymnasts may continue to work at the gym with careful management of their injury or may continue to work on other body parts, as detailed above.
6. The coaching team will decide the best path and training group for the gymnast. Establishment in a squad requires hard work and dedication, gymnast progression is assessed regularly at any time to ensure they are still in the most appropriate group to meet their gymnastic needs.
7. It is vital that every gymnast and parent follows these rules to ensure the gymnasts remain safe at all times. Failure to do so may result in you being asked to leave our gymnastics club.
8. Gymnasts are responsible for their own kit. They must wear club tracksuit for all training sessions that take place outside their own gym. They must always carry hand guards (including spares), straps, gloves, chalk and two copies of their floor music (Girls only) to all training sessions.
9. Gymnasts may conduct growth monitoring, parents will be in charge of this. This is very important in keeping track of potential dangers particularly due to growth spurts, where the body will need to be under reduced stress. Coaches can adapt a programme accordingly in these periods. If you have any concerns, please speak to your child's Head Coach.
10. All gymnasts from an early age should be encouraged at home to adapt a healthy eating, sleeping and rest pattern. Days off are advised after a competition.
11. All gymnasts will work towards County, Regional and National competitions. Gymnasts will be informed as to which competitions they will be expected to compete in. It is the parents responsibility to ensure they keep up to date with our information channels, holidays and days off are not advised in the 6 weeks up to a major event. Gymnast MUST be able to demonstrate all skills required for a competition securely and safely 6 weeks before the date to be entered.
12. Controls will be held prior to a competition entry date. Gymnasts who are not fit or adequately prepared will not be entered, the child's welfare is our priority. Once entered, they may still be withdrawn, the policy is stated in competition letters.
13. The parent fund-raising committee may be asked to host several competitions at the Centre and everybody will be expected to help in some way. Events like this are very useful for raising funds.

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.

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 in appendix 5. On occasions during training the coaching team may implement a behaviour modification policy to support a gymnast during training.

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 or cafe manger or receptionist.

If you wish to speak to the coaches briefly it must be 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, if necessary arrange a meeting time via email.

You can also go to reception and ask the receptionist for the club email address needed for the correct department or person.

If after talking to the coach you remain unhappy with the response, please contact either the Head Coach or the welfare officers, who will be your independent point of contact. If necessary you may also write to the Directors stating your full complaint and any evidence, witnesses regarding the complaint. If the concerns have not been resolved through conversations with the parties involved to your satisfaction, it will be dealt with through this RHGC complaints procedure.

Complaints will be fully investigated by the appropriate department and interviews may be conducted. During any complaint RHGC will endeavour to put provisions in place as they deem necessary for the fairness of all concerned. All complaints should be made in writing to the correct department or to Robin Hood Gymnastics Club's Board of Directors. Full details, dates, evidence and witness statements must be enclosed.

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. If in place please use the member of staffs work contact number or email.



Coaching Team & Responsibilities

Executive Director	Claire Barbieri IPC (International Performance Coach) Bed (hons) Education and 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.	Director and Overall responsibility.
Director	Dr Pippa Brough Consultant and Ex - Assistant medical Director. 40 years of gymnastics experience and management. Previous Safeguarding lead for NHS Dept.	Director.
Coaching Consultant	Laurent Barbieri Olympic Performance Director for French Federation Professor of sport French Federation Head National coach at 8 Olympic Games World Medalist 1985 1984 Olympian	Expert supporting responsibility for coaching, clinics & technical support. Expert consultant in all technical areas.
Head Coach	Jemma Wilson High Performance WAG Coach GB & England Coach MSc Sports Therapy BSc Sport Science Level 2 Pre-School Coach Level 2 Children's Mental Health Level 2 Nutrition	Lead Coach for all areas within the club. Lead Coach to Elite group. Technical advisor and responsible for all gymnasts.

Assistant Head	Fred Voortman High Performance WAG coach GB Coach Teaching Assistant Degree Level 3 Children's Mental Health Level 2 Nutrition Regional Judge	Responsible for all squad gymnasts and club responsibility in the absence of the Head Coach. Lead coach to Potential. Responsible for the centre social media posts.
Recreational Lead	Nyanda Bascom Level 2 WAG coach Club Judge	Responsible for all recreational gymnasts & coaching team. Lead coach to Fusion & Fundamentals.
Senior Coach	Alba Farre Level 3 Rhythmic coach Level 2 Pre-School coach Club Judge	Lead coach to Rhythmic and Pre School.
Senior Coach	Tom Morley Level 2 WAG coach, with Level 3 modules Club Judge	Responsible for performance pathway. Lead coach to Performance 1 & 2 squads. Responsible for the club social media posts.
Senior Coach	Helen Bullard Level 3 WAG coach National Judge	Lead coach to NGA groups. Coach to recreational.
Coach	Kat Czekalla Level 2 Rhythmic coach	Coach to Rhythmic squad.
Coach	Grace Davies Level 2 WAG coach	Lead coach to foundation squad. Coach to recreational.
Level 1 Coaches	Lucy Jones, Paige Cane, Zaara Shelton, Esme Griffiths, Abbie Archer, Megan Pugh, Tilly Wright	Coaches for recreational & Pre-School classes. Provide cover and support to squads.
Assistant Coaches	Phoebe Richardson & our Young Leaders	Assistant coaches supporting the smooth running of our recreational & squad classes.

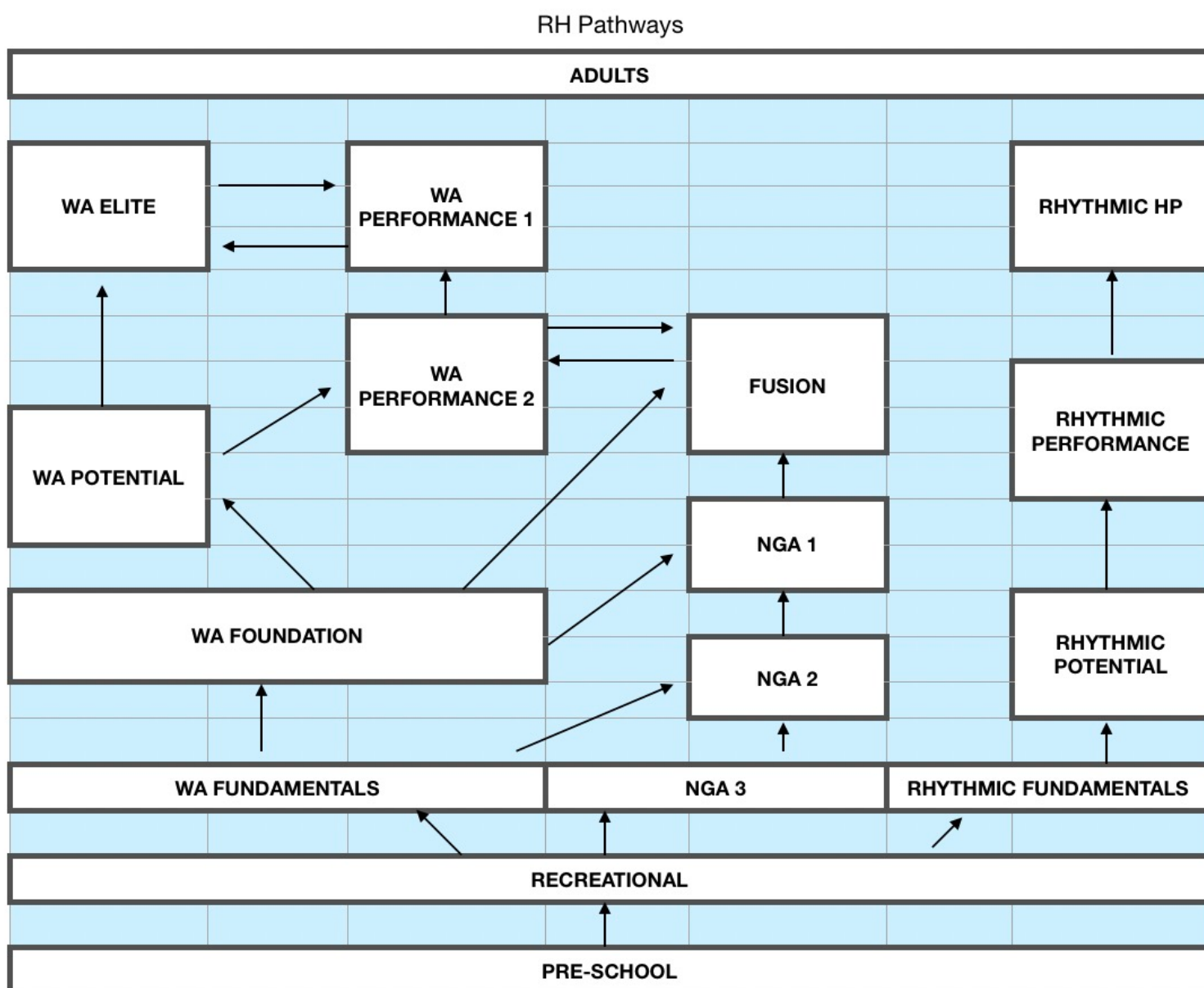
Administration Staff & Responsibilities

Operations Manager for the Centre	Timea Grof	In charge of smooth running of reception. Reception duties & general enquiries.
Assistant Operations Manager for the Centre	Charlotte Brown	In charge of smooth running of reception. Reception duties & general enquiries.
Receptionist	Mairearad McLeod, Oleksandra Popovich, Nellie Szabo	Reception duties & general enquiries.
Cafe Manager	Sharda Ali	In charge of smooth running of cafe.
Cafe Assistant	Leena Parab Dab, Jen Sturch, Channon Brown	Cafe staff.
Club Secretary	Veronica West	Club Secretary, responsible for BG membership and East Midlands Affiliation & events, competition entries.
Welfare Officer	Ali Oldham, Tammy Hatfield	RHGC welfare officers.
Financial Manager	Sue Sanderson	Accounts, financial policies, HR, BG memberships, fees, invoices & pay role.
Parent Chair	Shari Setayesh	Parent fundraising committee lead

SQUADS

Robin Hood prides itself on providing competition pathways for all avenues of gymnastics, the experienced and established coaching team are continuously striving for ways to ensure all gymnasts are placed within groups to meet their gymnastic needs and to ensure we are providing the best quality coaching at all levels. In line with guidelines from British Gymnastics competition pathways (you can see in appendix 3), the squad format & process is always updated to ensure all gymnasts are training appropriate hours to suit not only their age & competition level, but their physical preparation, maturity & development at that time.

Robin Hood GC values and ethos is to promote development through gymnastics in all aspects and to value the longevity and process for the gymnasts, to allow them to love the sport and excel towards their best. **There may be occasions when squads, events or extra training is offered that takes place during education times, this is reserved for gymnasts competing at national level and/or in exceptional circumstances at the coaches discretion. It is entirely the parents choice to take up these options and they will not be a compulsory part of training.** Please see an outline below of our RHGC groups -



The above shows how gymnasts may move through our competitive routes.

Parents are reminded that at RHGC we encourage gymnasts to follow ‘their’ path to reach their potential, with less emphasis placed on one route and we allow gymnasts to enter the competition

that suits their development towards FIG gymnastics. At RHGC we pride ourselves in good basics, foundations and execution and our coaching team work together across all groups in the gym - sharing expertise and resources. We will look to enter BG & NGA competitions as indicated in the chart below, please note this is for guidance only:

RHGC Optional Competition levels 2026

	Gymnastics For All					
	AGE	MIN YEAR OF BIRTH	PROPOSED LEVEL	GROUP	HOURS PER WEEK	COMP LEVEL
	7+ years	2019	NGA levels 1/2	NGA 3	2.25	Invitational / Regional / County
	7+ years	2019	NGA levels 2/3	NGA 2	4	Invitational / Regional / County
	8+ years	2018	NGA levels 3/4	NGA 1	5.5	Invitational / Regional / County
	Development Pathway					
GRADE OR NGA	7+ years	2019	Titanium	Foundation	12	Invitational / County
Preparation Grade 1	8+ years	2018	Tin or Zinc	Foundation / Potential	12-17	Invitational / Regional / County
Preparation Grade 2	9+ years	2017	Tin or Zinc	Potential / P2/ Fusion	10-17	Invitational / Regional / County
Dev Grade 1	10+ years	2016	Zinc or Copper	Potential / P2/ Fusion	10-17	Invitational / Regional / County
Dev Grade 2	11+ years	2015	Copper	Potential / P2/ Fusion	10-17	Invitational / Regional / County
Dev Grade 3	12+ years	2014	Copper	Potential / P2/ Fusion	10-17	Invitational / Regional / County
Dev Grade 4	13+ years	2013	Copper or Bronze	Potential / P2/ Fusion	10-17	Regional / County / National
	Performance Pathway					
GRADE OR NGA	7+ years	2019	Titanium	Foundation	12	Invitational / County
Pre-Excel	8+ years	2018	Pre-FIG or Tin	Foundation / Potential	12-17	Invitational /Regional / County
Excel 1 or Prep 3	9+ years	2017	Zinc	Potential / P2	15-17	Invitational /Regional / County
Performance Grade 1	10+ years	2016	Copper or Bronze	Potential / P2	15-17	Regional / County / National
Performance Grade 2	11+ years	2015	Copper or Bronze	Potential / P2	15-17	Regional / County / National
Performance Grade 3	12+ years	2014	Copper or Bronze	Performance 1/2	15-17	Regional / County / National
Performance Grade 4	13+ years	2013	Bronze / Silver or Gold	Performance 1/2	15-17	Regional / County / National
FIG (if suitable)	13+ years	2013	FIG / Gold	Performance 1 / Elite	17-25	Regional / County / National
	High Performance Pathway					
GRADE OR NGA	7+ years	2019	Titanium	Foundation	12	Invitational / County
Excel 1	9+ years	2017	FIG Dev 1	Potential	17	Invitational / Regional / County
Excel 2	10+ years	2016	FIG Dev 2	Potential / P1 / Elite	17-25	Regional / County / National
Excel 3	11+ years	2015	FIG Dev 3	Elite / Performance 1	17-25	Regional / County / National
Aspire	12/13 years	2014 & 2013	Aspire	Elite / Performance 1	20-25	Regional / County / National
Junior	14/15 years	2012 & 2011	Junior	Elite / Performance 1	20-25	Regional / County / National
Senior	16 years	2010	Senior	Elite / Performance 1	20-25	Regional / County / National
	Rhythmic Pathway					
	Under 6 years	2020 & 2021	Next steps / Ruby	Fundamental	4	Invitational
	Under 8 years	2019 & 2018	Ruby / Sapphire	Potential	5	Regional / County
	8+ years	2018	Bronze / Silver	Performance	7.5	Regional / County / National
	10+ years	2016	Silver / Gold / Diamond	High Performance	18	Regional / County / National
	* RHGC will always chose the pathway that suits your child's age, stage of maturation, technical development, physical & emotional well-being. The welfare of the gymnasts is our highest priority. Gymnasts may move between pathways according to BG rules.					

We will always promote a happy, healthy environment and gymnasts may train with different groups on a regular basis to encourage a club spirit. RHGC work as a team with many coaches contributing to different areas of development. It is important that gymnasts learn to be an individual performing and they may also be in different groups depending on their competition schedule, coach availability and ratios. Pathways are inter-changeable at any time should a gymnasts needs change, the coaching team meet regularly to discuss all gymnasts, their gymnastics and full well-being.

Gymnastics is a great sport for physical and mental well-being, as well as teaching discipline and providing fun. Please see your regular reviews for more information on your child's progress & pathway. We are sure you will have a few questions, below are some that are frequently asked.....

Why is my child in a particular group?

Every week our coaching team meet to discuss all aspects of the gymnasts programmes, gymnasts are continually assessed to ensure each individual child is receiving the physical, mental and emotional support they need. We can assure you all our decisions are gymnast centred and we endeavour to support each gymnast to reach their full potential. We also take in to consideration - commitment to training, work ethic and attitude towards their individual targets. We aim to ensure all gymnasts are challenged but suitably able to achieve success and enjoyment in their sport.

Is there a difference between in and out of age?

In and Out of age are no longer used by British Gymnastics, RHGC also values longevity within our sport, therefore the only current requirement is a minimum age to enter each level. Some competitions may split categories by age, however this is not required or always the case and gymnasts may need to compete against gymnasts older than them. For example at the British a senior gymnast may be 16 or 32.

My child is doing less hours than someone else who is doing the same pathway, why is this?

Our competitive programme is equipped to support all levels and abilities, across 16 groups. Decisions for your child's group are based on long term plans, aspirations and the coaching teams vast knowledge of the competition structure. For example one 8 year old gymnast may do 9 hours while another does 15 hours, they can compete the same grade at 8 years old but their long term pathways are different and they will need to acquire the skills necessary for building for the future.

My child had better results at a competition, why are they not in that group/level?

Pathway decisions are rarely based on competition results as this can incorporate a lot of external factors. Decisions are always child centred and based on long term goals.

How come my child has not been entered for a competition their peers are in?

As part of our child centred approach, it may be decided for your child's needs at that time a particular competition is not suitable. Competitions have different purposes and they need to align with your child's short & long term goals, set and agreed by their personal coach.

How come a different club does more/less hours?

As mentioned above, we aim to support all levels and abilities and believe our vast programme allows gymnasts to thrive at a level that suits them. With vast knowledge and experience, as well as taking a child centred approach, we believe the hours we offer ensure gymnasts can reach their goals, enjoy their sport and also all other aspects of their lives.

I believe my child can do all the skills for a more advanced pathway but is on a different one, why is this?

Our RHGC programme values high standards and mastery. Whilst a gymnast may be able to perform certain skills in training, they may not yet be ready and able to safely take these to competition. Competition level will always be challenging but achievable for the gymnasts to protect their physical and mental well-being.

Will there be opportunity to increase/decrease hours in the future?

Yes, RHGC programme is gymnast centred and if the coaching team feel an alternative pathway is suitable for your child this will be discussed when the time arises.

Why do we have/not have a certain coach?

As you can imagine running a very busy gymnastics centre takes a lot of resources, coaches have set schedules to ensure all needs of the business are met but each group has an allocated lead coach and support coaches. We have an excellent education programme and all RHGC share the same ethos and values to work towards your child achieving success.

Why are our competition entries higher than just the sole entry fee?

The competition entry fee only cover your child's place in the event. The club needs to provide coaches to attend the event and stay at the club, judges and travel. Sometimes events are over numerous days and hotel costs are also needed. For example the cost for 2 coaches to attend the English Championships for 3 days is in excess of £600.

What can I do to support my child?

Ensure your child attends regular training on time, with their equipment, is well rested and has appropriate fuel / hydration. Please remember whilst it is imperative to encourage your child to do their best, any undue pressure placed on your child may hinder their performance and progression. The coaching team are qualified to coach and aim to offer a pleasant and positive working environment. As the parent, please be reminded to support us in this as we all have your child's best interest at the forefront of our mind.

Competitions

All gymnasts eligible will be invited to take part in the annual competitions. RHGC prides itself in developing great gymnastics and does not tie the training programs to exact pathways as we feel that some pathways can stunt the natural development and enjoyment for some gymnasts. Several world champions from GB never followed the BG elite path and developed at their own steady pace (Eg Beth Tweddle and Jessica Gadirova). We request that parents and gymnasts avoid fixation on levels, pathways and skills and just enjoy the natural learning stages of skills and the expertise of our team.

Gymnast could compete in friendly (held by clubs), County age 7 (Nottinghamshire), Regional age 8 (East Midlands) and National age 10 (GB) competitions. The competition path is very complicated and is different for different groups. Competitions will be allocated to individuals as they progress, please be reminded competitive gymnastics can provide opportunities and be enjoyed at all levels but only a small minority may follow a high performance pathway due to its demands. We endeavour gymnasts in allocated groups enter the appropriate competition pathway but in times of difficulty, injury or other circumstances gymnasts may be offered alternative routes to ensure they have competition exposure.

1. Gymnasts who start from the Fundamentals squad will be learning foundations for all pathways within the clubs. These gymnasts will be involved in friendly events where applicable and they will also be involved in a Winter & Summer performances. Only at 7 years will competitions away from the club begin, usually in the county.
2. Gymnasts in foundation will follow the early preparation grades and there associated levels.
3. Gymnasts in the elite, potential, performance & fusion squads may follow the high performance, performance and development grades. They compete set exercises in the first half of each year and voluntary exercises named as levels/challenge classic in the second half of the year. Some gymnasts if it suits may also take part in NGA competitions.
4. Grades are taken in region around March-April and are organised by the East Midlands and the top 4-6 gymnasts in each section then go through to compete in a national final, where applicable. They do however have to achieve a minimum score. Some events are national only with no qualifier. Some events are county level only.

5. Regional Voluntary Competitions are also organised every year around September-November and the same format is followed for entry into the national finals in November. Qualification is required for the National events.
6. NGA 1/2/3 & Rhythmic gymnasts follow their own pathways. We have an adults group who wish to enjoy and compete in their sport still but at a more relaxed pace.
7. Each gymnast will be given a list of competitions they may be involved in, in a review pack, parents will receive dates at the earliest opportunity.
8. There are also several friendly and team competitions throughout the year. Teams are chosen according to the invitation and a criteria communicated before selection. Some competitions will be international competitions and fund-raising events are often organised to help the costs of these events. Parents are reminded that the more funds raised the less the costs to the individual.

Privates

RHGC offers the capacity to book privates with the coaching team, these should be requested and booked through reception. Payment should be made at reception. Privates will not be available for any gymnasts under the age of 8 years old (unless specifically for a floor routine), this is to ensure for their welfare they are not training above the recommended hours for their age or under undue pressure.

Will privates help my child?

Privates can be very useful if you feel your child needs a little extra support, some one on one time or has a preference for them as a treat. Privates do not replace their regularly training and will only work to enhance this if regular training is attended and their individual programme followed.

COMPETITION KIT

ALL squad gymnasts must purchase the club/competition kit. All the competition kit can be purchased through the club. Below is a list of what you are required to purchase depending on the group you are in. The kit must be kept in perfect condition. Leotards must be looked after, primarily kept for competition purposes only, with the possible exception of the Christmas display, National Squad training and all outside events. RHGC bags, onesies & hoodies are all optional.

Hair must be securely tied back and fringes kept short and tidy. White socks and white trainers if possible to be worn for all competitions.

Parents can organise the re-sale of their gymnast's kit to other gymnasts if it is in good condition. This should be organised with the RHGC merchandise lead. The Club colours are **navy** and **silver**

All WA Squads (over 8 hours per week):

- * Tracksuit Adidas with tracksuit bottoms or adidas 3 stripe navy leggings
- * Rocsa RHGC long sleeve leotard (for competition)
- * Rosca RHGC short sleeve leotard (if required to have all around warm up or podium)
- * Rosca RHGC shorts (optional) & Robin Hood t-shirt

Gymnasts need to organise their own hand guards, wristbands, gloves & loops and floor music on a RHGC usb. Please note the coach will let you know when your daughter requires hand-guards, it is usually not required for gymnasts under 8 years.

NGA & Fundamentals Squad:

- * Tracksuit Adidas with tracksuit bottoms or adidas 3 stripe navy leggings
- * Rocsa RHGC long sleeve or short sleeve leotard (for competition)
- * Any RHGC shorts (optional) & Robin Hood t-shirt

Rhythmic:

- * Leotard organised with lead coach
- * Any RHGC shorts (optional) & Robin Hood t-shirt
- * Tracksuit Adidas with tracksuit bottoms or adidas 3 stripe navy leggings
- * Half shoes
- * Elastics with pockets and rubber band elastics
- * Hoop, Ball, Rope (ribbon & clubs optional)

***For more information on how to organise kit please visit our website for our 'HOW TO' guides.**

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

Appendix 1 – Consent Form - please hand in at reception where it will be filed securely in the head coaches office.

Dear parents (please sign and return),

Welcome to Robin Hood Gymnastics Club,
Please familiarise yourself with this handbook as this 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 program will involve a high proportion of body conditioning and preparation. Gymnasts will be 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. **Please sign any of the waiver forms that you are happy to endorse and return to reception.**

I/We the parent/Guardian of:

.....

AGREEMENT – Membership, Insurance, Contact & Medical

I understand to be a member of Robin Hood Gymnastics Club, it's the parents responsibility to pay the club membership, register with British Gymnastics and keep the contact / medical information below up to date. The parent / gymnast should also inform us of any physical injuries, worries or concerns the gymnast may have:

Child's Name.....

DOB.....

BG number.....

Parent/Guardian Name & Number.....

Any medical history / allergies to be shared with coaching team.....

.....

.....

Signed.....

Date

AGREEMENT – Club Handbook, Policies and Procedures (all in this handbook)

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

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. Please be aware that staff may use their personal devices when photographing/videoing. All photos/videos will be deleted from personal devices as soon as they have been uploaded to our systems.

Signed.....

Name
(Parent/guardian)

CONSENT – SUPPORT

I give permission for my child to be supported during training.

Gymnast name..... Group.....

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)

CONSENT – Parent Committee

I give permission for my email address to be passed to the parent rep for regular contact.

Email.....

Signed.....

Name
(Parent/guardian)

WAIVER – Transporting of gymnasts by coaches, committee or parents (only in an emergency)

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 (please only sign if your child walks to / from gym unaccompanied)

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)

Robin Hood Gymnastics Club privacy notice

At **Robin Hood Gymnastics Club** 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 request a copy of any 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 your British Gymnastics 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 Club** and if you no longer wish to receive marketing information please unsubscribe from the mailing list.

When leaving **ROBIN HOOD GYMNASTICS CLUB** please notify **ROBIN HOOD GYMNASTICS CLUB** via email (info@robinhoodgymnastics.co.uk) and we will delete all personal records (with the exception of any payments made for accounting purposes). Members should cancel their direct debit payments should they wish to leave the club.

Security:

We are committed at **Robin Hood Gymnastics Club** 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 Club** July 2026. **Robin Hood Gymnastics Club** 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:

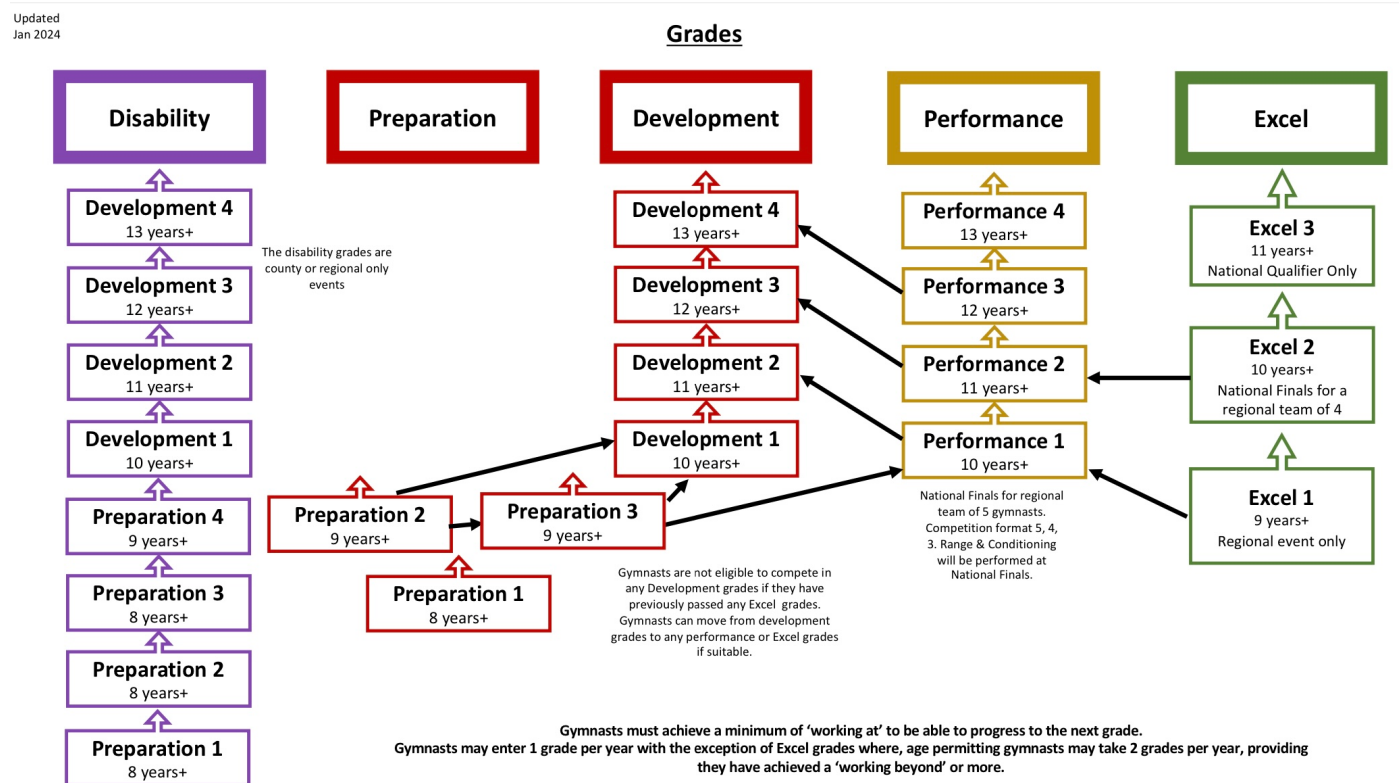
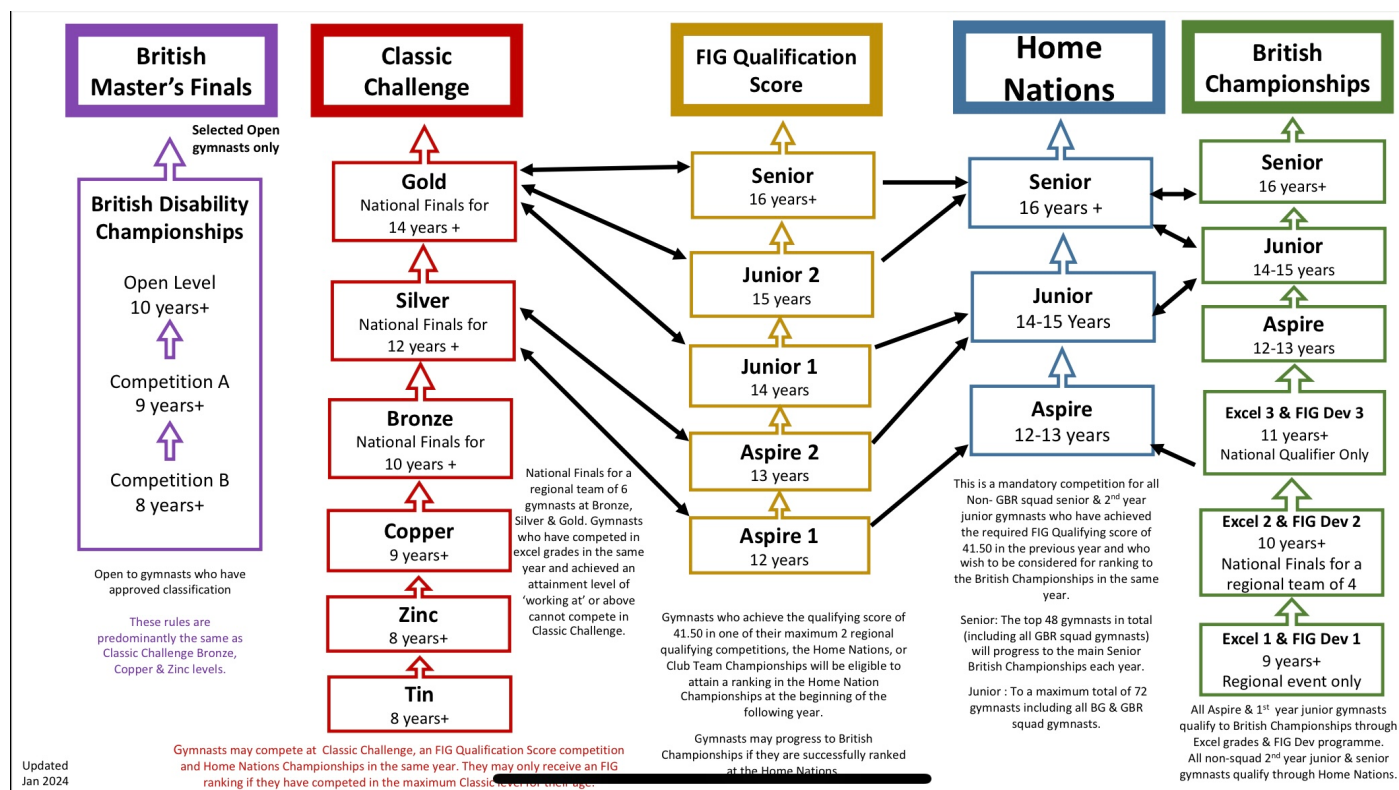
Photography Consent for Public Events, Robin Hood Gymnastics, Ellesmere Court, Haydn Road, Sherwood, Nottingham NG51DX.

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 Club), 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.

Appendix 3 - BG pathways



Robin Hood Gymnastics Club: How to get BG membership...

Due to British Gymnastics membership modernisation, Robin Hood will no longer be collecting your British Gymnastics membership fee and you will be requested to pay immediately upon registration/renewal to BG via their new system. There is no option for “CLUB TO PAY” as in previous years.

** Please note that a separate payment of **£45** annual membership fee to Robin Hood Gymnastics is due for 1st September 2026 prior to renewal/registration of your BG membership.

**

This will need to be paid via BACS between 20th and 30th August 2026 to the following account:

Name of business: Robin Hood Gymnastics Club

Account number: 37277596

Sort code: 54-21-47

Reference: Child's Surname and Group – For example (~Smith C3)

From 2nd September, you will receive an email from British Gymnastics to renew or register your membership for the 2026-27 year which begins from 1st October.



The next step is to set up your 'My BG' account and complete your membership with British Gymnastics.

- To set up your account, please click [here](#). For new members, you will need to select “not yet a member”, and then follow the on-screen instructions.
- For membership renewal, you will need to reset your current password. I have attached a “How to renew my membership” and “How to reset my password” guide with this letter.
- Next you will need to purchase your membership. Please ensure you select the correct membership category for your child, please check with your child's coach if you are unsure.

Your membership will be backdated to the first of the month in which you are registering, it will then renew in 12 months' time.

You can find out more and have full access to the benefits of British Gymnastics via the [membership benefits](#).

Please visit the British Gymnastics [Membership Helpdesk](#) to find useful information to support you with your My BG account and FAQs.

Robin Hood Gymnastics Club: How to get your squad kit...

As a squad member, you can wear your RHGC kit with pride. Here is all the information you need to get yourself ready.

All squads

Adidas navy tracksuit with matching tracksuit bottoms (or you may choose adidas 3-stripe navy leggings). The colour is called "Night Indigo".

<https://www.adidas.co.uk/adicolor-sst-track-top-kids/IY7455.html>

<https://www.adidas.co.uk/adicolor-sst-track-tracksuit-bottoms-kids/IY7466.html>

Women's Artistic Gymnastics (WAG) Squads:

- Rocsa RHGC long sleeve leotard (for competitions)
- Rocsa RHGC short sleeve leotard (if required)
- Rocsa RHGC shorts (optional) & RHGC T-shirt

Gymnastics for All (GFA) Squads:

- Rocsa RHGC long or short sleeve leotard (for competitions)
- Any RHGC shorts (optional) & RHGC T-shirt

Fundamentals & Advanced Squad:

- Rocsa RHGC long or short sleeve leotard (for competitions)
- Any RHGC shorts (optional) & RHGC T-shirt

Rhythmic - leotard organised with lead coach



How to order the Rocsa Leotards:

We hold some competition leotards in stock – speak to Jemma Wilson to check available sizes. Please pay at reception or BACS transfer before you collect. [You can view the Rocsa sizing guide here>](#)

- Rocsa RHGC long sleeve leotard £105
- Rocsa RHGC short sleeve leotard £65

How to arrange embroidery of the RH logo:

Tracksuit tops can be embroidered with the Robin Hood logo.

- Pay £12 at reception
- Drop the tracksuit top at reception, ensuring it's labelled with your child's name
- Tops will be sent off at the end of each month, and there is a 4-week turnaround

Outgrown your kit?

Parents can organise the re-sale of their gymnast's kit, if it is in good condition. Our staff on reception will be happy to help you. If you need a replacement, why not check out what's on offer in our reception area.

Robin Hood Gymnastics Club: How to get a choreographed floor routine...

With the production of new floor routines taking up huge amounts of individual time and requiring one to one focus, RHGC will be continuing our floor routine policy. This will ensure gymnasts receive the best possible attention to detail. Your lead group coach will decide if it is necessary for you to have a new floor routine.

RHGC Floor Routine Policy

If a gymnast needs a new floor routine, a few options are available. Due to the nature and time needed to develop an individual floor routine, they should be organised outside of training time and require an extra fee to be paid. Floor routines should be kept for 1-2 years, the lead group coach will liaise with you to let you know when a new floor routine is needed. A floor routine will vary in time and the price paid will include individual continued corrections.

Option 1 - utilising a RH coach, a new floor routine can be made for £50, this is approximately 3 hours work. Please pay the £50 cash in an envelope to reception. It should have the gymnast's name, Floor routine, and coach's name on the front.

Option 2 - an external choreographer can be used, at their own cost, prices may vary. Parents should contact their choreographer of choice and arrange booking.

Option 3 - previously well choreographed senior floor routines can be passed down from a gymnast, should the coaches feel this will suit a gymnast, this is free of charge. Lead group coaches will advise on this.

How do I use my floor music at a competition?

This will vary depending on who is hosting the competition, but there are two ways a gymnast can share their floor music track:

1. Music on USB stick

Save the mp3 file onto a USB stick/memory stick and label it with the gymnast's name. You can use this USB stick at training too, RHGC ones can be purchased at reception.

1. Email the mp3 file to the competition host.

RHGC Beam routine policy

If a gymnast requires a beam routine, or extra / new dance this will be done free of charge during normal training hours by the RH group coaches. Should a gymnast wish to have a specific choreographed routine then 2 options are available.

Option 1 - utilising a RH coach, a specific beam routine can be made for £20, this is approximately 1 hours work.

Option 2 - an external choreographer can be used, at their own cost, prices may vary. Parents should contact their choreographer of choice and arrange booking.

A beam routine will vary in time and the price paid will include individual continued corrections. Please pay the £20 cash in an envelope to reception. It should have the gymnast's name, Beam routine, and coach's name on the front.

Robin Hood Gymnastics Club: How to book a private session with our coaches...

RHGC offers the capacity to book privates with the coaching team, these should be requested and booked through reception. Payment should be made at reception. Privates will not be available for any gymnasts under the age of 8 years old (unless specifically for a floor routine), this is to ensure for their welfare they are not training above the recommended hours for their age or under undue pressure.

- If you feel your gymnast would like private sessions please contact reception via email or in person to see which coaches have availability. If it is your lead group coach, you may contact them individually.
- Book session with the coach at suitable time, please note this will not be during your normal training hours, the coaches contracted working hours or during recreational classes.
- Payment should be made in cash at reception - money should not be handed to a coach in the gym.

Whilst we appreciate privates can offer personalised training, please be mindful of how many hours your gymnast is training. The coaching team can offer advice on whether it would be suitable for your child.

Robin Hood Gymnastics Club: How to get your essential equipment for bars...

Wearing hand guards or grips protects the gymnast from blisters and reduces friction between the hand and the bar.

Dowel guards/grips help with giant and close bar circling skills on bars, especially for gymnasts whose hands are small and do not go all the way around the bar. The dowel works a bit like a clamp on the bar, which makes it easier for gymnasts to hold on.

Please note the coach will let you know when your daughter requires hand-guards, it is usually not required for gymnasts under 8 years, due to the size of the gymnasts hands and also building a tolerance to bar work for the future.

Wooden Bars:

- Sweat bands to protect wrists (wide design)
- Hand guards/grips - (link to 2/3 suppliers eg Gymnastics Express, Gymnastics Planet)
- Cream for rips (eg Working Hands)
- Hand-guard bag (labelled with child's name)

Metal Bars:

- Metal bar gloves (acrylic gloves, with low friction surface, and a wider wrist area to prevent blisters)
- Loops (designed to speed up the learning of new moves in a safe environment)

Some recommended websites -

<https://gymnasticsexpress.co.uk/>

<https://gymnasticplanet.com/>

<https://www.elitegymnastics.co.uk/products/manique-classic-uneven-bar-handguards-velcro-and-buckle>

Appendix 5 - '3 strike policy'

RHGC 'Three Strikes Policy'

Prior to any formal actions being taken, any gymnasts failing to follow our gymnasts 'Code of Conduct' as specified in this handbook maybe given a verbal warning by their coach. Following this if the behaviour continues their coach

may ask them to sit out for a period of time (maximum 5 minutes) during training - parents will be informed about this on dismissal. If following a time out this behaviour continues, parents or guardians will be contacted, the session terminated and the gymnast asked to be picked up.

Constant breaking of our code of conduct may result in implementation of a behaviour modification plan and / or our 3 strike policy.

RHGC operates a strict 'Three Strikes Policy':

- 1) Any gymnast, parent or carer failing to meet behaviour standards as set out in the appropriate 'Gymnasts/ Parents Codes of Conduct' will receive an initial verbal warning. This would involve the Head Coach/ Welfare Team recording this, in writing, in their records.
- 2) If the behaviour continues, a written warning will be issued to the person concerned/ their parents/ guardians by the Head Coach/ Welfare Team Club and/or Club Directors (as deemed appropriate by the Head Coach/ Welfare Team).
- 3) If the behaviour continues then the Head Coach/ Welfare Team will make recommendations to the Full Board of Club Directors who then may decide to suspend the person for a set period of time or in serious cases expel the person completely from the club. In the event of a parent being suspended they will be prevented from entering the building, but their gymnast will still be permitted to train.

Appeal against suspension/ expulsion must be made within 5 days to the Head Coach/Directors.

In the event of conduct deemed by the club to be excessive in the extreme, and out of the ordinary, the Head Coach/ Welfare Team or Directors reserve the right to waive the first two strikes and take action which will have the effect of the perpetrator being excluded from the gym either for a period of time or permanently.

Please note any welfare concerns may be referred to our Welfare Team in the first instance. If any gymnast/ parent or guardian is in breach of these rules, our Welfare Team might pass on any concerns to East Midlands Regional Welfare and/or British Gymnastics Safeguarding. We are bound by law to report any concerns as we have a 'duty of care' to all our gymnasts and staff. All RHGC policies and procedures are in line with Regional Welfare and BG guidelines.

Appendix 6 - Data collection - this must be handed in at reception to be inputted into love admin, the paper copy will then be shredded due to GDPR

Data collection form for Squad

<i>Data collection form for Squad</i>	
Full name of Gymnasts	

Squad group	
Date of Birth	
Gender	
Address	
Postcode	
City	
Guardian / Parent full name	
Mobile Number	
Email Address	
Emergency contact names	
Emergency contact numbers	
Current Medication	
Medical Issues	
Food allergies	
Understand RHGC policy / procedures	Yes / No
Understand RHGC CCTV policy on the centre website	Yes / No
Recognise risk to my child with sporting activity and agree for them to participate	Yes / No
Waiver / Consent - Social media / Pictures	Yes / No
Parent Signature	

Thank you for being a part of
Robin Hood Gymnastics Club