



ACROBATICS
GYMNASTICS
CLUB

PARENTS
HANDBOOK
2023-2024

Welcome

Welcome to the Loughborough Acrobatic Gymnastics Club family! We are thrilled to have you and your child join our gymnastics club, and we extend a warm and enthusiastic welcome to all our new members. As a parent, you play a crucial role in your child's gymnastics journey, and we are here to support and guide you every step of the way.

This Parent Handbook is designed to provide you with essential information about our gymnastics club, our training programs, our expectations, and the resources available to ensure a positive and rewarding experience for both you and your child. Whether your child is just starting out in gymnastics or has previous experience, this handbook is a valuable resource to help you navigate your child's gymnastics adventure.

We believe that gymnastics is not only a fantastic sport but also a powerful tool for developing physical fitness, discipline, and life skills. Our dedicated coaching staff is committed to helping your child reach their full potential, both as gymnasts and as individuals. We aim to create a supportive, fun, and safe environment where each child can thrive, learn, and grow.

In this handbook, you will find information on our coaching philosophy, practice schedules, competition opportunities, safety guidelines, and much more. We encourage you to read through it thoroughly and refer to it whenever you have questions or concerns.

Your child's safety, well-being, and progress are our top priorities, and we are here to address any questions or concerns you may have. If you ever need assistance or have any inquiries, please do not hesitate to reach out to our coaching staff, administrative team, or fellow parents. We are all part of this vibrant gymnastics community, and together, we will create a supportive and inspiring environment for our young gymnasts.

We look forward to a successful and enjoyable journey with you and your child at LAGC. Let's work together to help your child shine in gymnastics and develop skills that will benefit them both on and off the mat.

Welcome aboard, and let's begin this exciting adventure together!

Sincerely,

Kathryn Ford
Trustee

OUR MISSION

INSPIRE, IMPROVE AND INVEST in the growth of young people and adults both physically and mentally through the sport of gymnastics

OUR CORE VAULES

HAVE FUN

We want our members first and foremost to enjoy the sport of gymnastics and have fun.

RESPECT

Respect for your environment and all the people involved in it helps keep our gym safe, clean and friendly

TRUST

We believe to be a successful team this needs to be based on truth and honesty. We believe trust starts with putting the individual needs of each one of our members first.

EMPATHY

We believe this helps us focus on listening. It enables us to reflect on ours and on others actions and words giving us a deeper understanding of another person's perspective and react with compassion, helping advance our relationships and performance.

LEARN CONSTANTLY

Creating knowledge and skills through teaching and learning is the core of what we do. Having the hunger to continue to build on our knowledge, review and reflect will enable us to grow into a better team.

BUILD COMMUNITY

We are made stronger by our partnerships and collaborations and listening to diverse voices and using a diverse set of skills. “If you want to go fast, go alone. If you want to go far, go together”

Information

As a British Gymnastics Registered club, we require ALL our members to be registered with British Gymnastics as well. This needs to be done directly through the British Gymnastics website: [Membership- Join and renew \(british-gymnastics.org\)](https://www.british-gymnastics.org). Without BG membership your child will not be able to participate in our activities.

By becoming a member of Loughborough Acrobatics you agree to all the terms and conditions set in this document.

Our Classes

Recreational Classes

Monday – Friday 6:30 – 7:30pm. A ‘Gymnastics for All’ recreational class for those aged 8+. This class focuses on all areas of gymnastics including bars, beams, vault and floor skills.

Monday 5:15 – 6:15pm – Beginner Acrobatics Class. A session for those ages 7+ to have a go at Acrobatic Gymnastics.

Development and Advanced pathways

We have advanced and advanced + classes in both tumbling and acrobatics. Those children meeting the requirements for these squads will be identified by the clubs coaches and parents will be notified.

Competition Tumbling squads

All of our Tumbling squads are by invitation only and members can be either identified during their recreational sessions to try tumbling or request for a trial in tumbling if it is an area that they feel they would like to try. We have a tumbling pathway in place to allow gymnasts to move into competitive tumbling. Training days, times and costs vary depending on the squad.

Competition Acrobatic Squads

All of our Acrobatic Squads are by invitation only and gymnasts will be offered a trial in one of our squads if coaches think they will be suitable. We have various levels of squads all of which lead to some form of competition or events including national and international competitions.

Gymnasts may also be offered places in Loughborough Gymnastics Academy (who are based at our centre) who have competitive pathways in Floor and Vault and Womens Artistic Gymnastics.

Fees Policy

Registration and fees

1. For all new members we offer a month's trial at the monthly training fee cost for that class. Following this our fees for our recreational classes should be paid monthly via our online membership system, Coacha. Emails will be sent explaining how to set up your account. Payment is required in advance on 1st of the month.
2. Upon completion of the month's trial there will be a one off joining fee payment of £10
3. Gymnastics for all recreational class fees are based on an operational year of **43 weeks** spread over 12 equal monthly payments and therefore take into account periods when the club is closed. Any non-payment of fees during closed periods will result in your child losing their place.
4. Fees are standardised across the club to take into account the number of hours/sessions per week throughout the year. Refunds are not issued for any session missed by members. Fees are set as follows:-

1 hour per week = £26.87 per month

1.5 hours per week = £38.68 per month

2 hours per week = £40 per month

3 hours per week = £48 per month

3.5 hours per week = £50 per month

4 hours per week = £52 per month

4.5 hours per week = £54 per month

5 hours per week = £58 per month

5.5 hour per week = £60 per month

7 hours per week = £65 per month

7.5 hours per week = £67.50 per month

8 hours per week = £70 per month

8.5 hours per week = £72.50 per month

11 hours per week = £85 per month

12 hours per week = £90 per month

5. At this stage we do not have a yearly membership fee as we know since the pandemic the costs of many activities and living has gone up. However, we do have to increase our fee's slightly year on year to cover the increasing costs of rent and utility bills.
6. All club members must have British Gymnastics membership and insurance. This is renewed and paid direct to them. To register or renew: [Membership- Join and renew \(british-gymnastics.org\)](https://www.british-gymnastics.org). All general and development gymnasts must have bronze level membership and BG competitive gymnasts, Silver. This is due by 1st October each year. If you are a new club member, this must be set up after your child's second session. **Any club member without BG insurance will not be able to participate in our classes.** If in doubt which cover to have, please check with the club.
7. Development and competition squad fees are paid monthly via our membership system and are due by the 1st of every month. Fees are based on an operational year of **47 weeks** spread over 12 monthly payments and therefore take into account periods when the club is shut.

Any competition fees must be paid in full by the requested deadline date. Once agreed to enter and payment is made, please note this is non-refundable.
8. Any late payments with regard to monthly fees, competition fees or annual subscriptions will be charged an administration fee of £5 and may result in your place being given to someone else. **Failure to pay fees will result in your child not being able to train until fees are up to date.**
9. In the event that the gym is forced to close by local or National government fees will automatically be reduced to £5 holding fee. This holding fee will guarantee your child place when we re-open and will allow you access to all our online/at home resources. Without the holding fee we will not be able to guarantee your child's place.
10. If you have any problems concerning fees or setting up your account please contact the club immediately at info@lagc.org.uk

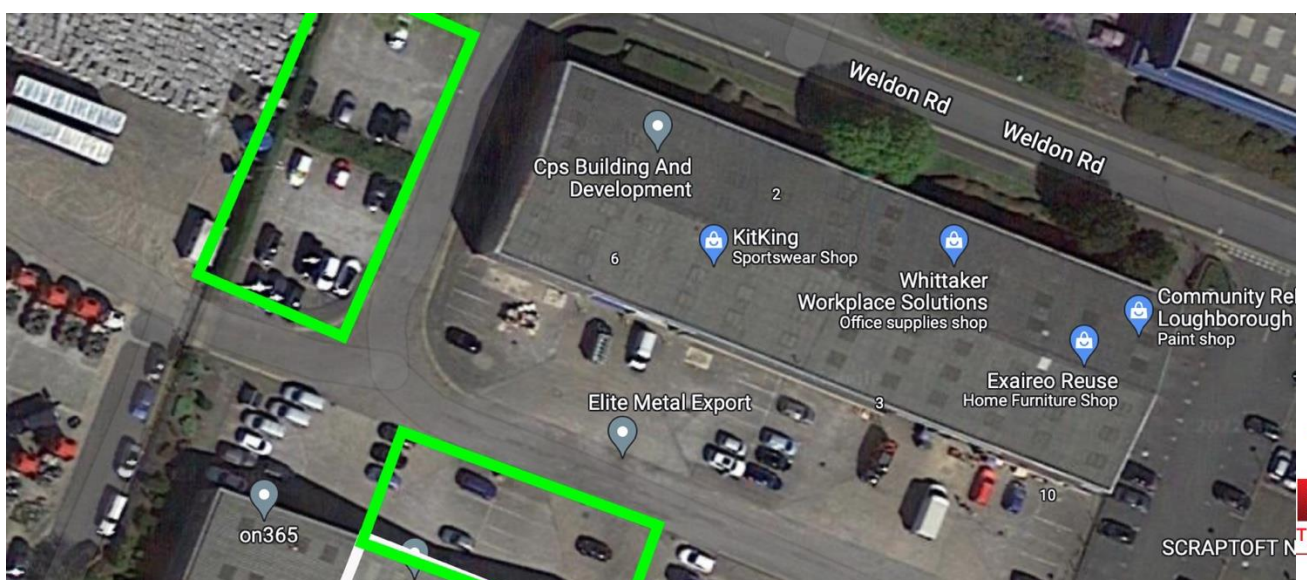
TERMINATING OR CANCELLING MEMBERSHIP

1. Membership at Loughborough Acrobatics runs from 1st of each month on a rolling basis until you notify us that you would like to cancel.
2. You may terminate your membership at any time by providing 'one payment months' written notice. One (1) further (future) payment month (from 1st) monthly payment for session fees will be due from the date that you provide notice to terminate membership. During the notice period the class place will remain open for the member to attend and once this period has been served membership will be terminated.
3. Notice to terminate membership cannot be accepted at your club by telling a coach on the door info@lagc.org.uk or by letter handed in at the gym or posted to The Base, Unit 8 Weldon Rd Industrial estate, Loughborough LE11 5RN. This is to ensure the information is properly documented and input on the central system at the correct date.

4. You will receive written confirmation via email of your membership termination. This will notify you the date of your final payment and the final class date for the member. Please retain a copy of this for your records.
5. It is your responsibility to make sure that we are correctly notified about your request to terminate your membership at the club.
6. You may terminate your membership without attending during the 'notice period' if you are diagnosed with a serious medical illness or suffer an injury which prevents you from participating in gymnastics. In these cases, termination without a notice period will only be granted if a doctor's letter with a valid practice stamp is emailed to: info@lagc.org.uk stating that the member must not participate in gymnastics.
7. The member is not entitled to enter the club once their membership has been terminated.
8. Non-attendance in classes will not result in termination of your membership nor does it act as notice of termination. As stated in condition 3 you must provide us with one months notice in writing if you wish to terminate your membership. Until such time that we receive your one month notice in writing you will remain liable for any unpaid monthly session payments.
9. You are not required to serve a notice period if you choose to terminate your membership during the first 30 days. The 30 days are calculated from your official start date (see condition 2). You are however still required to provide written notification that you wish to terminate your membership. Providing your written notification is received within the first 30 days you will not have to serve a one month notice period (see condition 3 on how to provide written notification)

Parking Policy

Loughborough Acrobatics worked extremely hard to be granted change of use for the new gymnastics centre and one concern from neighbourouring units was increased traffic flow and parking, we therefore ask members to please respect the parking policy, any breaches in this will be subject to membership being revoked. Please see the map below highlighted in green where parents can park , we ask that you NEVER park in front of other units or on the road, i.e. not in a parking space.



Drop off and Pick up/Entry and Exit system

Entry is to the rear of the building (3rd door on the left). Please do not arrive or drop off your children more than 10 minutes before your session starts. Please do not leave your child onsite unless a coach has collected them from the office or you have checked the coach is present for the session. Exit is via the car park doors and gymnasts will be allocated an exit at drop off.

Parent Viewing and gymnast progress

- We use various reward and assessment systems to monitor your child's progress. Parents are able to speak to their child's coach at any time convenient to both regarding their child's progress. Gymnasts will also be able to obtain certificates and medals when certain levels/skills have been achieved.
- Each term we provide different opportunities for parents to watch their children in action. In term one we have a Christmas show performance involving all our gymnasts, in term 2 opportunities vary each year and in term 3 we host our annual friendly club championships, again open to ALL members.
- If at anytime you would like to view a session please speak to a coach and send an email to arrange a time to come in.
- We have a parent viewing area in the gym where parents can sit and watch whilst the session is running. However, as a voluntary run organisation we do not have the capacity to clean the area each evening. We therefore ask anyone using it, please leave it in a clean and tidy condition. If at anytime the area is left untidy we will unfortunately need to close the area.

Communication and further information

Please use the following email addresses for communication

For fee/welfare/class queries please email: info@lagc.org.uk

For progress queries: please speak directly to your child's coach.

Please ensure you are following us on the below platforms to stay up to date with news

Visit our webpage: www.lagc.org.uk

'Like' our fan page on facebook: <https://www.facebook.com/LoughboroughAcrobaticsGymClub>

Join us on instagram @loughboroughacrobatics

Club Coaches & Volunteers

Kathryn Ford	Volunteer Level 5 (high performance) coach and club trustee
Susie Bennett	Volunteer Trustee
Emma Rosamond	Volunteer Trustee
Gemma Skubala	Volunteer Trustee
Beth Coria-Suarez	Club coach and head of advanced pathways
Naomi Abbott	Club coach and development squad lead
Tad Skubala	Club coach and lead for Tumbling
Ellie Hammond	Club coach and choreographer
Molly Smith	Club coach
Sophie Hammond	Club coach
Jake Bruno	Club Coach
Jack Ford	Volunteer membership

Young Leaders supporting sessions

We have a number of young leaders and developing coaches supporting our classes. These will be wearing club kit or leaders T-shirts and will be supervised by an experienced coach at all times.

Club Welfare Officer

Gemma Skubala, Tel: 07935 445127

Club kit

Club kit can be purchased through pre-order opportunities or through the club shop on site or at milano pro sport (for competition squad leotards).

We also have a range of leotards and t-shirts and second hand kit on sale in the club shop.

CODE OF CONDUCT AND TERMS FOR ALL GYMNASTS/PARENTS AND OTHER USERS

We are fully committed to safeguarding and promoting the wellbeing of all our members. The club believes 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. Therefore, members are encouraged to be open at all times and share any concerns or complaints that they may have about any aspect of the club with any of our coaches, and on any other matters which they wish to discuss with an independent person, our nominated **Welfare Officer: Gemma Skubala**

As a member of The Loughborough Acrobatics you are expected to abide by the following code of conduct:

1. All gymnasts must participate within the rules and respect coaches, judges and their decisions.
2. Arrive promptly for training and go to relevant warm-up areas.

3. All gymnasts must respect opponents and fellow club members.
4. All training, membership and competition fees must be paid on time. Any late payments will incur a £5 late payment fee.
5. Gymnasts should keep to agreed timings for training and competitions or inform their coach if they are going to be delayed or absent.
6. 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. Artificial nails must not be worn.
7. 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 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.
8. 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.
9. Members should bring any necessary personal equipment with them to training (progress diaries, chalk, hand guards).
10. Only drinks of water or juice are allowed in the gym. These must be in bottles with secure lids to avoid spillages or accidents. These must be consumed next to the clothing pigeon holes only. No food is allowed in the gym at any time.
11. Members must pay for any fees for training or events promptly.
12. It is the responsibility of the gymnasts and parents to check letters, notice boards, Facebook pages and the website to ensure they are up to date with news, notices and dates.
13. Members must not smoke, consume alcohol, chew gum or take drugs of any kind during sessions or whilst representing the club at competitions or other events.
14. Use correct and proper language always. Any members, parents or guardians who use inappropriate language at any time will be in breach of our code of conduct and membership maybe revoked.
15. Members are responsible for cancelling direct debits when they wish to cease membership and after providing 1 payment months notice. The club will not be held responsible or refund any monies where members have not done this. The club does not offer refunds where membership is cancelled part way through a payment month.

16. Valuables are brought at your own risk, the club will not be held responsible for any damaged, lost or stolen items. Mobile phones are not permitted during sessions unless you have been given permission by a coach. All phones should be off or on silent whilst in the session.
17. All main squad members accept that Loughborough Acrobatics is their primary club, to do any gymnastics and/or performances in any other situation, for a school or another club, gymnasts must first seek approval from the head coach.

The club reserves the right to restrict or stop access to any gymnast they feel does not comply with the club rules and policies.

LAGC 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:-

- Encourage gymnasts to learn and follow the rules of the club
- Effectively plan sessions for small groups you are responsible for in line with whole club aims and specific needs of that group, and within your coaching qualification
- Ensure equipment and work area is safe and in good working order
- Stay with your group always, including the dismissal of gymnasts back to their parents/guardians care at the end of sessions.
- Wear correct club attire when coaching (tops supplied by the club)
- Always seek parental permission before transporting a gymnast in your car
- Always report any incidents, referrals, or disclosures immediately, following the appropriate guidelines set out in the BG Child protection procedures
- Ensure BG insurance, CRB and safeguarding is up to date (the club will pay expenses for all volunteer coaches only)
- Under no circumstances should coaches be communicating with gymnasts or parents via social networking sites or personal email. Please follow correct club communication channels encouraging parents to email the club or arrange a face to face meeting
- Help gymnasts to recognise good performance, not just results.
- Publicly accept official's judgements
- Set a good example by recognising good sportsmanship and applauding the performance of all.

- Work with other coaches and officials within the club to create a calm, friendly and caring environment where all members can learn and progress
- Use correct and proper language always
- No open drinks are allowed in the gym. Coaches are not to eat food during their coaching time, unless for medical needs
- Do not use mobile phones during a session unless to call a parent due to gymnast sickness or injury

CHILD PROTECTION/VULNERABLE ADULTS POLICY AND PROCEDURES

Loughborough Acrobatics GC has adopted the BG safeguarding and protecting children and vulnerable adults 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 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.

Loughborough Acrobatics 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. We 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 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

Loughborough Acrobatics have adopted the BG Equity policy and aims to provide gymnastics for all, offering pre-school gymnastics to elite level. At LAGC we offer opportunities in General Acrobatics 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

In an age where the use of social media is everywhere, we should embrace it, however we should make sure the use is proactive and positive. At Loughborough Gymnastics we take the misuse of social networks seriously. Anyone found misusing social media will be dealt with immediately in the appropriate manner. 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 and with strict permission. The posting of any club routines, members, coaches and officials is strictly forbidden unless prior consent is obtained from club officials and all in the video's/pictures.