

CITY OF NEWPORT
GYMNASTIC ACADEMY
LIMITED



HANDBOOK

2015

INTRODUCTION



City of Newport Gymnastic Academy Ltd handbook is designed to ensure that all members have access to the Policies, Rules and Regulations, Gymnastic Progress Guidance and the Memorandum and Articles of the Company.

This handbook represents the health, safety and welfare policies of the National Governing Bodies, British and Welsh Gymnastics (a copy of the Health and Safety Policy Framework document is located at the Academy and can also be downloaded from the British Gymnastic website).

This Handbook will be accessible for all members to read and will also be available via the Academy web site as

read only PDF document and will be reviewed and amended by the Directors of the Academy accordingly.

The Academy is focused in maintaining the highest of standards at all times in order to deal with any circumstance that may arise, in an effective and professional manner.

CONTENTS

Page	Content
5	Academy Location & Features
6 - 7	Equal Opportunities Policy
8 - 10	Coaching Policy
11 – 21	Gymnastic Classes and Structure
22 – 32	Rules and Regulations
33 – 34	Contacts

Directors	-	Marcel & Tina Marenghi Mike Hackwood Trudi Foster
Welfare Officer	-	Trudi Foster
Coaches:		
Tina Marenghi	-	Women's Artistic L3
Marcel Marenghi	-	Women's Artistic L4 Men's Artistic/ L3 BG WAG Tutor/assessor
Ceri Bourne	-	Women's Artistic L2
Amanda Clark	-	WA UKCC L2 Coach
Tara Miller	-	WA UKCC L2 Coach
	-	WA Club Judge
Hannah Bourne	-	WA UKCC L1 Coach
Kim Rowlands	-	WA UKCC L1 Coach
SPORTS LEADERS		
Poppy Jones,	-	WA Club Judge
Volunteers		
Tamsin Petersen		
Lauren Thomas		

ACADEMY LOCATION & FEATURES

City of Newport Gymnastic Academy is located at Unit 18 Queensway Meadow Industrial Estate, Estuary Road Newport South Wales NP19 4ST. It is a fast developing area of the city with many large and established business moving into close proximity of the gymnastic centre.

The Academy is spacious and offers a wide range of gymnastics to both junior and senior gymnasts including adult gymnastics. The facility includes the majority of Olympic apparatus for artistic gymnastics including a competition sprung floor area. It also has a tumbling piste and air track for development of gymnastic skills.

EQUAL OPPORTUNITIES POLICY

Reviewed & updated 27 January 2015

Introduction

The Equality Act 2010 objectives cover all following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

City of Newport Gymnastic Academy Limited aims to achieve a gymnastic environment free from harassment, intimidation and unlawful discrimination. All coaches, volunteers, officials and gymnasts have equal opportunity to realise their full potential. Every participant is valued for his or her unique contribution during their membership of the Academy.

Individual Responsibility

Everyone has a responsibility for ensuring that their personal conduct is exemplary, and that they treat others with fairness, decency and respect. The policy is clear and unequivocal; any form of harassment, intimidation or unlawful discrimination is unacceptable and will not be tolerated.

This Policy is compliant with British and Welsh Gymnastics and forms part of a wider framework for progress, at city of Newport Gymnastic Academy.

COACHING POLICY

Reviewed & updated 1 Apr 2013

- 1. The Academy coaching policy ensures that:**
 - a. Gymnasts benefit from the expertise of the coaching staff**
 - b. The coaches are given every opportunity to attend courses to improve their coaching knowledge and given and given the opportunity to take the next coaching level.**
 - c. Gymnasts are not exploited to satisfy the ego of any coach**
 - d. Coaches are fully supported by the Academy and are regularly evaluated and appraised of their performance.**
 - e. Coaching courses and associated courses (judging and first aid for example), are paid for by the Academy, through Community chest grant support but will require a 'return of service of 2 years or a full refund of the course or courses attended by the coaches.**

3. Senior gymnasts (minimum age 13) will be encouraged to undertake the Level 0 (sports leader award) and anyone who expresses an interest will be encouraged into their area of interest as a coach and/or official, provided they can justifiably give a return of service of two years.

4. All coaches hold a current enhanced DBS certificate processed through BRITISH GYMNASTICS ONLY, prior to teaching children gymnastics at CNGA. The Welfare Officer will maintain a record of DBS references held by the coaches. Anyone who refuses to be vetted, or who does not have a vetting form, are not permitted to teach at the Academy.

5. The Academy invites coaches of other gymnastic clubs in UK to educate and share different methods and techniques of teaching gymnastics.

6. Coaches are treated with dignity and respect at all times and any personal issues will be treated with the utmost confidentiality.

7. At least one coach present in the gym is First Aid trained.

8. Coaches concentrate on their specific discipline in gymnastics, but may be invited to teach children of other groups/squads within the academy.

9. Coaches meetings are held 'as and when' to clarify matters of the moment.

10. Social Networking. Coaches are not permitted to include any gymnast under the age of 18 on their facebook or any other social network site. This is current with BG Policy. It may be worth noting that it is illegal for a child under the age of 14 to have a facebook account. Should any coach or registered volunteer disregard this policy, they will be asked to leave the academy.

GYMNASTIC CLASSES AND STRUCTURE

Competition Squad

Children are individually selected for the competition performance pathway and will enter the Women's and Men's Artistic WAG & MAG) competitions and tumbling competitions annually.

Class time: 4 hours

Warm Up and physical preparation programme - 1 hour

Apparatus skills 25 minute rotations (floor, vault, rebound, loops, a bars, beam)

Break – 15 minutes

Developmental Stretching 10 minutes

Cool down & questioning – dispersal

Gymnasts will work towards a MACRO, MESO and MICRO training cycle with competitive phase training periods, active rest periods and total rest periods annually. These schedules are devised by the senior coaching team.

5, 6 & 7 Dev Squad

Class time: 2 hours (x 2 per week)

Warm up phase	– 15 minutes
Physical preparation	– 20 minutes
Rotation A – Vault skills	– 20 minutes
Rotation B – Bar skills	- 20 minutes
Rotation C – Beam skills	- 20 minutes

Rotation D – floor skills - 20 minutes
Cool down & questioning - 5 minutes
Parental discussion (where necessary) & dispersal

Development Squad

8 in the year upwards

Children will continue to develop their gymnastic skills and routines on all four Olympic apparatus in preparation for competition including Welsh tumbling competitions

All development squad gymnasts may enter the Academy championships annually.

May be selected to represent the Academy during inter-club competitions

Class time: 3 hours (x 3 per week)

Warm up phase	– 15 minutes
Physical preparation	– 10 minutes
Rotation A – Vault skills	– 20 minutes
Rotation B – Bar skills	- 20 minutes
Break – 10 minutes	
Rotation C – Beam skills	- 20 minutes
Rotation D – floor skills	- 20 minutes
Cool down & questioning	- 5 minutes
Parental discussion (where necessary) & dispersal	

Recreational Beginner Class

Basic beginner class gymnastics will include the following:

3 phase warm up (pulse raiser, stretch, body shaping)

British Gymnastic proficiency awards

basic shapes and skills on gymnastic apparatus (bars, rings, balance beam, floor, vault, parallel bars)

Class time: 1 hour (x 1 per week)

Fun Warm up	10 mins
Rotation A – Floor skills	10 mins
Rotation B – Vault skills	10 mins
Rotation C – Rebound skills	10 mins
Rotation D – Apparatus skills	10 mins
Cool Down & questioning	5 mins
Dispersal & parental discussions (where necessary)	5 mins

Children achieve gymnastic skills at different paces and cannot be placed into the next level class during a set time frame. The senior coaches along with the sports leaders and volunteer coaches will decide when gymnasts are ready to advance to the next phase.

Recreational Improvers

**Children will participate in academy displays for parents
Children will work towards the British Proficiency Awards**

These gymnasts could bridge with the Development squad and enter novice agility competitions, preliminary competitions, welsh novice tumbling championships (depending on individual ability)

Children may enter the Academy championships annually

Class time: 2 hours

3 phase warm up (pulse raiser, stretch, body shaping)

Rotation A - Floor tumbling skills 15 minutes

Rotation B -Vaulting skills 15 minutes

Rotation C -Awards scheme 15 minutes

Break - 10 minutes

**Rotation D - Team floor routine practice
15 minutes**

**Rotation E -Trampette routine practice
15 minutes**

**Whole group activity- floor area – physical preparation
15 minutes**

Cool Down & questioning 10 minutes

Dispersal & parental discussion 5 -10 minutes

MA Dev Squad

Gymnasts will work towards a preparation programme for Men's Artistic Gymnastics within the Welsh regional development structure

Class time: 2 hours (x 2 per week)

Warm up – 20 mins

Physical Preparation Programme (PPP) – 20 mins

Rotation A - Floor – 20 mins

Rotation B - Mushroom – 20 mins

Break – 10 mins

Rotation C - Rings - 20 mins

Cool down & questioning - 5 mins

Parental discussion where necessary & dispersal 5 mins

TUESDAY

Warm up	– 20 mins	THURSDAY
Physical Preparation Programme (PPP)	– 20 mins	
Rotation A - Vault	– 20 mins	
Rotation B - P Bars	– 20 mins	
Break	– 10 mins	
Rotation C - H Bar	– 20 mins	
Cool down & questioning	– 5 mins	
Parental discussion where necessary & dispersal	5 mins	

Recreational Gymnastics – City of Newport Gymnastic Academy

Recreational gymnasts are integral to the continued success of the Academy. The Academy ensures that gymnasts enjoy a fulfilling and happy time throughout their membership. The aim is for every child to reach their fullest potential in gymnastics. Consequently, a simple recreational development structure is included that allows for progress and transition to more advanced gymnastics.

However, unlike most sports gymnasts are selected by mostly by ability not necessarily age. Some gymnasts may remain recreational for the duration of their time with our academy, but will make excellent progress from where they started. Other gymnasts will move swiftly from recreational to competitive, depending on their ability. In our academy for example we do have carefully selected 5, 6 & 7 year

old girls in our development squad, preparing for regional competition/assessment.

Recreational Beginners

This can be any age gymnast who has limited gymnastic ability and needs to develop their basic gymnastic skills and confidence in a safe and welcoming environment. During this stage we ensure that all gymnasts improve their gross motor development, strength, power, agility and flexibility through a range of activities and exercises using all Olympic gymnastic apparatus. There is no time limit for the gymnasts to achieve these skills. As well as improving physical development, we also aim to improve personal attributes such as self discipline, control, friendship, self-respect and respect for others.

British Gymnastics Proficiency Awards Scheme

This stage of progression is more of a sideways development (add-on) for the beginner and is a rolling programme for all recreational gymnasts. The British Gymnastic proficiency awards are an excellent means for progress and every gymnast will be given the opportunity to achieve these awards through our academy.

Recreational Improvers

Gymnasts who achieve a good standard of recreational gymnastics may be selected for our junior display team. We are particularly looking for dynamic performers who have good rebound action. Additionally (and most importantly) we are looking for excellent discipline, communication and confidence in public performance. We perform displays in and around the city during the summer months and our team must always be of the highest standards as they represent the academy. There is a junior display team and a senior air track display team. Recreational gymnasts will be selected to join the junior display group along with members of the development squads initially, performing a simple 10 minute trampette routine and/or air track routine.

Annual Academy Competition

The academy competition will involve selected children from both the recreational and competition group to compete in a low level contest against each other to determine the academy champion. The recreational group will not compete against the competitive gymnasts. The competition will involve a simple floor sequence and vault – based on the current welsh tumble and vault competition.

Welsh novice tumble and novice agility competition

Children who perform well at the academy competition may be asked to represent CNGA at regional and national novice tumble and vault competition, provided they meet the standard.

Academy Gymnastic Calendar – Recreational gymnasts

JANUARY

Selections and practice for internal academy competition.

FEBRUARY

Practice for academy competition – selected gymnasts

Non-selected gymnasts – badge practice

MARCH

Academy Competition (before Easter)

Badge test and presentation

APRIL

Selections for regional novice tumble competition

MAY

Badge practice

JUNE

**Badge test and presentation
Selections for Junior Display team**

JULY

Junior displays

AUGUST

Junior displays

SEPTEMBER

Badge test and presentation

OCTOBER

Academy display practices

NOVEMBER

Club annual presentation

DECEMBER

Christmas Party

Competitive Gymnasts City of Newport Gymnastic Academy

The competitive pathways are defined in the Welsh competition handbooks. The senior coaches will select gymnasts who are suitably prepared for competition and/or consideration for regional national development squad trials. The selection is based on attendance, physical preparation, consistency in performance and the standard of their gymnastic skills.

Competitions include:

Girls

Regional Novice/Intermediate artistic competition
WTC Regional, National, elite grades competition
Individual Challenge Cup apparatus competition
Welsh Floor and Vault competition
Welsh Tumbling (novice, intermediate, advanced)
Voluntary Age Group Championships
Welsh Championships
Internal Academy competition

Boys

South East Area Tumble and Vault

National Development Plan

Welsh tumbling (novice, intermediate, advanced)

Welsh Championships

Internal academy competition

Male and female gymnasts train exceptionally hard in our academy and we always work towards perfection in the basic skills prior to moving forward to the next competition level. Cutting corners in gymnastics is dangerous. Gymnasts are therefore carefully selected for competition to represent the CNGA at regional and national events. This may also include trials for national squads, regional squads and the senior air track display team.

CITY OF NEWPORT GYMNASTIC ACADEMY

RULES AND REGULATIONS

Revised 1 May 2013

Introduction

1. The rules and regulations set out in this document are regularly reviewed by the Directors and are to be strictly applied. The health, safety and well-being of both participants and coaching staff during lessons is paramount to our Academy. There is a 'GYM RULES' list for the gymnasts which is displayed in the gym and also attached to these rules and regulations.

Rule 1 - Register of Attendance

2. The Academy maintains a register of attendance of all gymnasts and coaches at each lesson. The register will be used should the premises need to be evacuated in an emergency (Fire etc.).

Rule 2 - Arriving and Leaving the Gym

3. On arrival, for safety purposes all participants must be brought **into the building** by their parent/carer. Under no circumstances are any children regardless of age, allowed to run from the car park to the building alone. Likewise, gymnasts will not be allowed to leave unless accompanied by a recognized adult. If parents wish to bring and collect other participants other than their own, they should make their intentions known to one of the coaching staff.

Rule 3 - Discipline and Behaviour

4. City of Newport Gymnastic Academy cannot tolerate repeated misbehaviour. The safety of the gymnasts is imperative and children will be expected to behave decently during their lesson adopting the 'kind hands, kind words, kind feet' rules as they do at school. Parents will be informed if their child repeatedly misbehaves and disrupts the lesson for others. We will always work with parents/carers and apply positive strategies to help children who mis-behave. We do not believe in suspending or excluding members; however

the Academy cannot accept children who are repeatedly a danger to themselves and others. The Academy has the right to notify the Governing Body and terminate the membership of any member if necessary.

5. Bullying. Bullying takes many forms – physical and psychological. This includes cyber-bullying/trolling and will not be tolerated. The academy will apply the methods described at paragraph 4. The academy is responsible for the safe progression of gymnastics for each participant. Bullying outside of the gym (including cyber-bullying) is a parental issue and should be resolved outside of the Academy. However we always do our very best to support parents/carers in the best interest of the children and coaching staff.

Rule 4 – Hygiene, Health and Safety

6. The general health and safety of the gymnast is a collective responsibility of Coach, gymnast and parent/carer. A DYNAMIC risk assessment of the gymnastic working area, including apparatus, lighting, heating, structure, emergency

exits, first aid provision, changing room and toilet facilities is carried out by the coaching staff using British Gymnastics and local authority guidelines.

(1) Hygiene, Illness and Injury. From time to time even the most careful of families suffer from contagious complaints, which are easily spread. Gymnasts suffering from such complaints should not attend gym lessons. Any gymnast arriving at the gym with a contagious complaint will be asked to sit out of the lesson.

(2) Dress Code. The following dress code applies to City of Newport Gymnastic Academy:

Recreational gymnasts should wear academy T-shirt and shorts – preferably cycle shorts. (t-shirt tucked in) and work in bare feet. Items not permitted include jeans, trouser shorts, strappy tops, crop tops, swimming costumes and baggy tops.

Competition gymnasts (including Preparation Squad) should wear academy training leotards – hair neatly tied

back off the face (no hard plastic headbands) cycle shorts
(optional) bare feet

(b) Jewellery and Grooming - Necklaces, rings or bangles should never be worn during a gymnastic lesson, since they may distract the vision of the gymnast and could cause a serious accident to the individual or coach during a supporting technique. Stud Earrings are acceptable provided they are covered with tape by the parent/carer prior to the participant entering the gym. Any hooped or dangle type earrings are strictly prohibited. Children will be asked to sit out of the lesson if they do not follow these rules.

Hair. All long hair must be neatly tied back off the face. Hard plastic headbands are not permitted as they sometimes 'fling' off during gymnastics and can cause an injury.

(c) Safety – Use of the toilets. Our volunteers will assist in taking the younger children to the toilets during lessons. Ideally parents/carers are asked to take their children (shoes on) to the toilet before the lesson starts.

In any case, younger gymnasts will always go with a partner to the toilet.

Arriving and Leaving the Gym – All children **must** be accompanied by a parent/carer into the gym building and from the gym building to the car park. Under no circumstances will children be allowed to run out to the car park to meet their parents. Please remember parents we are only applying the highest of professional standards and duty of care for your children.

(d) Access to the working area. This is only for gymnasts.

Parents will be invited to view their child's progress once a month. A small balcony above the changing rooms is currently under construction and will allow for a small group to view their child's gym lessons. However, the academy would prefer once a month viewing by parents to avoid gymnasts being distracted during lessons.

(e) Photography – British Gymnastics have set clear guidelines to photography during gymnastic events

and training. Under no circumstances are parent/carers allowed to photograph any gymnastics activity within the academy. There are occasions throughout the year when gymnasts may be photographed, including the annual presentation. However under no circumstances are parents allowed to photograph gymnasts other than their own without the express permission of their parents. **Photographs for the purpose of display notice boards, academy web site, handbook or for the local press may only be taken by the gymnast's parent or coach with the parent's permission.**

- (f) Social Networking Sites. There are strict rules within British Gymnastics regarding social networking sites and child protection. Under no circumstances will the academy allow photography, information or material about the academy to be publicly displayed on any social network site without the permission of the directors of the academy. The Academy will pursue legal action should any material appear on the internet

without the approval of the academy. We operate a zero tolerance with regard to this rule. Furthermore, any person – parent/coach/gymnast found putting derogatory comments on a social networking site about another gymnast or coach or parent from another club will receive a letter from the Welfare Officer and be asked to leave the academy. Please note that this also could lead to prosecution and legal action.

- (g) Dress Code – Coaches. All coaches of CNGA **are to** wear the following clothing when teaching gymnasts in the Club: Tracksuit bottoms, t- shirt or polo shirt. No jewellery (ie: earrings, watches, necklaces, bracelets) are to be worn. Wedding rings may be covered or taken off.

Coaches are not to wear clothing that could be misconstrued as offensive by parents, other coaches or gymnasts.

Rule 5 - First Aid

7. First aid will be administered to an ill or injured participant, coach or visitor to the academy and the correct emergency first aid will be applied. The Academy will maintain an accident book (by law) and an up to date First Aid Kit appropriate to the sport of gymnastics. Additionally, the gym staff will apply a duty of care and first aid treatment to anyone in the building should the need arise.

Rule 6 – Drug abuse and Crime

8. Drug Abuse. All members participating in competition over the age of 12 may be subjected to a test for illegal substances within the list of prohibited drugs prepared and published by the Federation of International Gymnastics (FIG). All gymnasts will abstain from the use of any and all drugs included in the list together with chemically and pharmacologically related compounds. All gymnasts will abstain from the practice known as ‘blood doping’. (*Blood*

doping is defined by WADA (World Anti-Doping Agency) as the misuse of techniques and/or substances to increase one's red blood cell count. Most commonly this involves the removal of two units (approximately 2 pints!) of the athlete's blood several weeks prior to competition. The blood is then frozen until 1-2 days before the competition, when it is thawed and injected back into the athlete. This is known as autologous blood doping. Homologous doping is the injection of fresh blood, removed from a second person, straight into the athlete).

9. Crime. Any participant or coach convicted of a criminal offence and considered a danger to the sport of gymnastics may be expelled from the sport by the National Governing Body. British Gymnastics Ethics and Welfare Department will take appropriate action to ensure that all gymnastic clubs/academies are protected from such persons.

10. Coaches. All coaches will follow the coaching policy of the academy. Gymnasts (age 13) will be encouraged to take a level 0 award in coaching and senior gymnasts (age 16) will be encouraged to take a level 1 coaching course. All

coaches will be given every encouragement to further their skills to the next level. Volunteers/parents will also be afforded the same opportunities. We are an inclusive Academy with and strongly advocate the Long Term Athlete Development structure.

CONTACTS

British Gymnastics

**Llilleshall National Sports Centre
Nr Newport Shropshire
TF10 9NB**

Telephone: 01952 820330

Fax: 01952 820 621

Internet: www.british-gymnastics.org

E-mail: information@british-gymnastics.org

Text phone: 0800 783 798

Welsh Gymnastics

**Sport Wales National Centre
Sofia Gardens
Cardiff CF11 9SW**

Tel: 0845 045 4304

E mail: office@welshgymnastics.org

Internet: www.welshgymnastics.org

City Of Newport Gymnastic Academy Limited

www.cityofnewportgymnasticacademy.co.uk

Telephone: 01633 270738

Directors

Marcel Marengi Tina Marengi

Trudi Foster Mike Hackwood

Welfare Officer

Trudi Foster