

**CITY OF NEWPORT
GYMNASTIC
ACADEMY LIMITED**



HANDBOOK 2017

INTRODUCTION

City of Newport Gymnastic Academy Ltd handbook is designed to ensure that all members have access to the Academy's Policies, Rules and Regulations, Gymnastic Progress Guidance and the Memorandum and Articles of the Company. This Handbook was produced by the Directors of the Academy and supports the Policies of the National Governing Bodies, British and Welsh Gymnastics (a copy of the Health, Safety and Well-Being Policy 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 a 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 in order to deal with any circumstance that may arise, in an effective and professional manner.

CONTENTS

Directors and Support Staff

Academy Location & Features

Equal Opportunities Policy

Coaching Policy

Gymnastic Classes and Structure

Rules and Regulations

Contacts

Directors and Support Staff

Directors:

Marcel & Tina Marengi Mike Hackwood Trudi Foster

Welfare Officer - Trudi Foster

Secretary – Tina Marengi

Coaches:

Tina Marengi - Women's Artistic L3

Marcel Marengi - Women's Artistic L4 Men's Artistic L3 &
British Gymnastics Tutor/Assessor

Amanda Clark Women's Artistic L2 Coach

Becky Westbury Women's Artistic L2 Coach

Trudi Foster Women's Artistic L2 Coach)

Jennifer Lapsins Women's Artistic Level 1

Jennifer Taylor Volunteer

Bev Moore Volunteer

Claire Mogford Volunteer

Carlos Gonzalez Volunteer

Jamie Day Volunteer

Poppy Jones Women's Artistic Club Judge

SPORTS LEADERS

Abbie Moore, Katie Richardson, Tilly Gallagher

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 of Newport with many large and established business moving into close proximity of the gymnastic centre.

The Academy is located in an industrial unit, with local authority leisure conversion approval and has been converted especially for gymnastics. It is spacious and offers a wide range of gymnastics to both junior and senior gymnasts including adult cheerleading classes. The facility includes the majority of Olympic apparatus for artistic gymnastics including a competition sprung floor area. It also has a junior tumbling piste, full sized trampoline and air floor for development of gymnastic skills.

EQUAL OPPORTUNITIES POLICY (Reviewed January 2017)

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. The Academy supports the LGBT policy

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 Limited.

COACHING POLICY (Reviewed & updated 1 Jan 2017)

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. Gymnasts who are 11 years plus will be invited to become a CNGA leader and keep a log of all hours of supported coaching in the academy. This level of leadership is a stepping stone to becoming a sports leader and eventual coach.
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. 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.

11. All coaches follow the coaching policy of the academy. Gymnasts (age 11 upwards) will be encourage to take a level 0 leader award in coaching and senior gymnasts (age 16) will be encourage 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 to become a coach. We are an inclusive Academy and advocate the Long Term Athlete Development ethos.

GYMNASTIC CLASSES AND STRUCTURE

There are 10 different groups within the Academy. These groups are age, ability and gender based. They are as follows:

Butterfly group – girls age 5 in the year – 1 hour session per week

Sparkle group – girls age 6 in the year - 1 hour session per week

Diamond group – girls age 7 in the year – 1 hour session per week

Boys Beginner group – age 4 – 7 years – 1 hour session per week

Recreational Girls – 8 in the year and above – 2 hour session per week

Recreational Boys – 8 in the year and above – 2 hour session per week

Preparation Squad girls - 4 hour session Butterfly group

Competition Squad girls - 9 hour session per week

Competition Squad boys - 9 hour session per week

Passport Group - 19 hour session per week

Lesson Structure

All lessons at CNGA include a general warm up, a pre-stretch, elements of physical preparation, main session theme, developmental stretching, cool down feedback and dispersal. Lesson structures start off quite basic and

become more complex depending on age, ability and time in the gym.

1 Hour sessions

These are introductory gymnastic lessons and concentrate on developing motor control, agility, flexibility, core strength, competency and confidence in using the Olympic apparatus and learning basic routines

2 hour sessions

Recreational girls and boys are of mixed ability. They work generally in their school year group with a support coach. The lessons are designed to include a range of apparatus gymnastics including floor skills, vaulting skills, bar skills and balance beam skills. Additionally, the boys will be introduced to rings, pommel horse and parallel bars. All gymnasts will learn to use rebound equipment including air track and trampette. This group can enter the Academy championships, the Welsh Preliminary Championships, Welsh novice agility championships and Welsh GYMSPiRE competition.

4 hour sessions

Girls Preparation squad gymnasts. Lesson includes competition routines for age in year. Ballet complex, beam skills, bar skills, vault and floor skills. Enhanced strength and flexibility training. This group is entitled to enter the Academy championships, preliminary championships, Welsh novice agility championships, academy displays and presentations.

9 hour sessions

Girls and Boys Competition Squad gymnast follow a detailed lesson plan each week. Lessons are differentiated to challenge all abilities within the squad. The competition lesson structure for Monday, Wednesday, Friday is outlined in the gymnastic working area as a visual document for all coaches and gymnasts to see. Gymnasts from this group are selected to compete at:

Club, Regional, National Grades

Welsh Novice Agility

Welsh tumbling competitions

Welsh Novice (level 6) Intermediate (level 5) championships

Other Regional competitions (GYM Stars)

19 hour sessions

This small group – known as the Passport group, have a detailed lesson with short, medium and long term objectives. This group will work towards:

Level 6, 5 and 4

Regional/National and Compulsory grades

Gym stars competition

Other Invitational Artistic events

Academy championships

Welsh floor and vault championship

RULES AND REGULATIONS (Reviewed 1 January 2017)

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 wellbeing 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 gymnast is of

paramount importance and children are 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 misbehave. We do not believe in suspending or excluding members. The Academy however, 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. We will however, 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 own child 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.

(d) Access to the working area. This is only for gymnasts. Parents will be invited to view the lesson once a month.

(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. 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 the Academy or any other club will

receive a letter from the Welfare Officer and be asked to leave the academy. Please note that this also could lead to legal action and prosecution.

(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

(a) 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).

(b) 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.

CONTACTS

British Gymnastics Lilleshall National Sports Centre Nr
Newport Shropshire TF10 9NB

Telephone: 01952 820330 Fax: 01952 820 621

www.british-gymnastics.org

information@british-gymnastics.org

Text phone: 0800 783 798

Welsh Gymnastics Sport Wales National Centre Sofia Gardens
Cardiff CF11 9SW Tel: 0300 3003127

office@welshgymnastics.org

www.welshgymnastics.org