

# City Of Newport Gymnastic Academy Limited



*PARTICIPATE*

*ENJOY*

*ACHIEVE!*

## HANDBOOK 2019

Updated July 2019

## **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.*

*MEMarenghi*

Director CNGA

*CM Marenghi*

Director CNGA

*Trudi Foster*

Director CNGA

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## Directors, Coaches and Support Staff

### Directors:

Tina Marenghi

Marcel Marenghi

Trudi Foster

Welfare Officers - Trudi Foster, Annie Clothier

Secretary – Tina Marenghi

### Coaches:

#### **Tina Marenghi**

Women's Artistic Level 3 Coach

#### **Marcel Marenghi**

Women's Artistic Level 4 Coach

Men's Artistic Level 3 Coach

British Gymnastics Tutor/Assessor Level 2

First Aid Instructor

#### **Trudi Foster**

Women's Artistic Level 2 Coach

Men's Artistic Club Judge

Women's Artistic Club Judge

#### **Jennifer Lapsins**

General Gymnastic Level 2 Coach

Men's Artistic Club Judge

#### **Bev Moore**

Women's Artistic Level 1 Coach

**Annie Clothier**

Women's Artistic level 1 coach, Welfare Officer

**Alex Jones**

Women's Artistic Club Judge (July 2019), Volunteer Coach

**Lindsey Morgan**

Women's Artistic level 1 coach (July 2019)

**Abbie Moore**

Women's Artistic Club Judge, Women's Artistic level 1 coach (July 2019)

Tilly Gallagher

Women's Artistic Club Judge, sports leader

**Khia Weaver**

Women's Artistic Club Judge (July 2019)

**Elizabeth Willmore**

Women's Artistic Club Judge (July 2019)

CNGA SPORTS LEADERS

Connie Pinder, Izzy Walker, Nia Rees-Stams, Saffron

## **ACADEMY LOCATION & FEATURES**

City of Newport Gymnastic Academy is currently located at Unit 10-12 Langland Park West, Langland Way, Newport Gwent NP19 4PT. The new location is nearby the Newport International Sports Village and is ideally located just off the Southern Distributor Road Newport - west bound onto Langland Way.

The facility is a brand new, spacious 10,000 square foot warehouse and is ideal for most gymnastic disciplines and for hosting a variety of gymnastic events/competitions and British Gymnastic Coach Education courses. The Academy is an attractive training and competition venue for all levels of men's and women's artistic gymnastics.

## EQUALITY POLICY (Reviewed July 2019)

### Introduction

City of Newport Gymnastic Academy follows the Equality Policy of British Gymnastics and can be viewed by clicking on the link below

<https://www.british-gymnastics.org/documents/coaches-teachers-and-volunteers/course-policies/7181-bg-equality-policy-2013/file>

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 Directors, Coaches, volunteers, officials and gymnasts have equal opportunity to realise their full potential. Every participant is valued for their unique contribution during their membership of the Academy. The Academy is an inclusive organisation and fully supports the Lesbian, Gay, Bi-sexual Transgender (LGBTQ) 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 at CNGA.

This Policy is compliant with British and Welsh Gymnastics Equality Policy and forms part of a wider framework for progress, at CNGA.



## **COACHING POLICY (Reviewed 1 July 2019)**

The Academy is extremely grateful to the volunteer coaching workforce for their time in supporting the development of gymnastics at the academy. All coaches, officials, sports leaders and volunteers are exceptionally valued for their loyalty, energy and commitment at City of Newport Gymnastic Academy.

Whilst the coaching team at the Academy is constantly evolving it is important that everyone complies with the coaching standards detailed in this handbook (which reflects the British Gymnastics Health, Safety and Well Being Policy). The senior coaches are ultimately responsible for the health, safety and well-being of all coaches and gymnasts training at the Academy.

### **Senior Coaches responsibilities**

- To maintain the highest professional standards
- To ensure that gymnastics is taught in accordance with the level of qualification held by coaches
- To ensure that volunteers and coaches have access to all available British and Welsh Gymnastic courses and to provide assistance with their Continuous Professional Development.
- To ensure that a Planning structure for all levels of gymnast is implemented.
- That coaches are treated with dignity and respect and any personal issues treated with the utmost confidentiality.

- To ensure that safe and approved progressions are applied in all gymnastic sessions and lessons
- To ensure that at least one coach present in the gym has a valid First Aid at Work qualification.
- Coaches meetings are held 'as and when' to clarify matters of the moment.

### **At City of Newport Gymnastic Academy all coaches must be:**

- registered with British/Welsh Gymnastics annually
- qualified through British Gymnastics Coach Education programme
- appropriately DBS approved. (*The Welfare Officer will be responsible for ensuring that all coaches are DBS approved and will maintain a record of DBS references Anyone who refuses to initiate a DBS search will not be allowed to teach at the Academy*).

### **All coaches should only:**

- Teach skills within the syllabus of their individual coaching qualification (they may support skills above their coaching level provided a senior coach is in attendance)
- Teach skills set by British Gymnastics/Welsh Gymnastics competition programmes
- Follow the Planning structure formulated by CNGA senior coaches (copies are available to all coaches)

### **Dress and Department**

- All CNGA coaches must teach in appropriate attire ie: polo shirt, tracksuit bottoms, socks/trainers

- CNGA applies a zero tolerance rule with regard to the wearing of jewellery. Wedding rings may be worn provided they are taped up during the support of a gymnast
- Hair neatly tied back

### **Further Development. Coaches will be**

- given every opportunity to attend courses to improve their coaching knowledge and given the opportunity to take the next coaching level and associated courses (judging and first aid for example). Further courses, when possible will be paid for by the Academy, through Community chest grant resources but will require a 'return of service of 2 years or a full refund of the course or courses attended by the coaches.
- fully supported by the Directors and regularly appraised of their performance.

### **Long Term Athlete Development**

- 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.

- Parents who express an interest will be encouraged to coach, become a volunteer or official at the academy

## **Social Media**

- 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 13 to have a Facebook account. Should any coach or registered volunteer disregard this policy, they will be asked to leave the Academy.

## **Local Policy**

### **Group Responsibility**

The gym is a very busy, dynamic environment. The senior coaches are very mindful of:

- the use of safe progressions being used by all coaches
- dress and deportment of gymnasts and
- overall productivity

Coaches are to concentrate on their allocated group. The Senior Coach responsibility is to ensure that other coaches and leaders are being effective.

### **First Aid**

Serious injuries must be brought to the attention of the senior coaches immediately. Minor injuries can be dealt with by all coaches (applying ice, plasters on small cuts etc..) but is to be brought to the attention of the senior coaches and parents at the end of the session. A record of minor and

major injuries is maintained at the Academy (First Aid Cupboard).

### **Behavioural Issues**

Gymnasts who are disruptive to the class and who completely ignore any coach must be brought to the attention of the senior coaches. However, all coaches can rightfully sit a child out if they are disruptive. There is a procedure within the Academy rules to deal with persistent mis-behaved children.

### **Welfare Issues**

If a child or parent approaches a coach with a welfare issue, the coach is to immediately report this to the Academy Welfare Officers, either Trudi Foster or Annie Clothier. The Welfare officer should inform the senior coaches if appropriate. **Under no circumstances are coaches allowed to deal with issues 'single-handedly' without informing the correct people at the Academy.**

### **Coach Performance Review**

Coaches can ask for an appraisal at any time from the senior coaches. Similarly, the senior coaches will appraise the coaches frequently of their performance at the Academy and give relevant guidance.

## **GYMNASTIC CLASSES AND STRUCTURE**

There are currently 8 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

Improver general gymnastics (boys and girls) – Year 3 children and above.

Preparation girl's squad – 4-hour session

Competition Squad boys and girls – 9-hour session per week

Passport Group – 16-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 skills, control, agility, flexibility, core strength, competency and confidence in using the Olympic apparatus and learning basic routines. They also include the British Proficiency Awards Scheme.

### 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 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 floor and trampette. Although not compulsory, gymnasts from this group may be entered into the 'Gymnastics For All' competitions and Academy Championships.

### 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 prepared for the Women's Artistic pathway competition programme.

### 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 and Compulsory Grades

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

Welsh floor and vault competition (level 6 and 5 gymnasts)

Welsh Apparatus Masters (Women's Artistic)

Boys national grades competitions

Apparatus championships – boys

Men's floor and vault championships

Annual Club Championships



### 16 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:

Welsh Levels 4 – 1 competitions

Age group championships

Welsh Championships and Challenge Cup

Gymstars (Women's Artistic)

Quatro Cup (Women's Artistic)

Regional/National and Compulsory grades

# **RULES AND REGULATIONS (Reviewed 1 July 2019)**

## **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 displayed in the gym and is also included at the end of this handbook.

## **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 (for example – Fire).

## **Rule 2 - Arriving and Leaving the Gym**

3. On arrival, for safety purposes all parents are to sign their child in for lessons. Under no circumstances are any children (under the age of 16) be allowed to run from the car park to the building alone. Likewise, gymnasts under the age of 16 will not be allowed to leave unless accompanied by a recognized adult. 16-year olds may sign themselves in and leave the gym with written permission from their parent/carer. 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 and well-being of the gymnast is of paramount importance and children are expected to behave decently during their lesson. Parents will be informed if their child repeatedly misbehaves and disrupts the lesson for others. The Academy will 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. All coaches are made aware of the need to be vigilant when sending children to the toilet.

(d) 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.

(e) Access to the working area. This is only for gymnasts. Parents will be invited to view their child's performance and progression during a 'celebration day' which is held at the Academy every 3 months.

(f) 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 championships and Christmas Show presentation. Under no circumstances are parents allowed to photograph gymnasts other than their own without the 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.

Trolling - Any person – parent/coach/official/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 endorsed by Welsh Gymnastics and be asked to leave the Academy.

(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.

## **COMPLAINTS PROCEDURE**

### **Scope and Application of this Procedure.**

This procedure applies to all members of CNGA. Participants are reminded that anyone participating in an event as a gymnast, coach or judge is required by the Governing Body, that is: British and Welsh Gymnastics, to be a member of British Gymnastics and to conform to the rules and standards of British Gymnastics.

Events include any lesson, squad training session, course, competition, display event, grading or meeting organised by the Governing Body or CNGA.

This procedure sets out the actions to be taken when a complaint or allegation is made to the Academy or where an official of the Academy has concerns about misconduct by any participant.

In this context, misconduct includes any breach of rules, policies or codes of conduct of CNGA or of British Gymnastics that apply either generally or specifically to the event. It also includes any breach of etiquette, which is defined as being “a breach of good manners or behaviour not in conformity with the accepted traditions of gymnastics.’ The rules of the CNGA mean that all members will:

- display high personal standards and a favourable image that is befitting to the role in the sport
- Not endanger the reputation of CNGA or British Gymnastics through inappropriate practices or behaviour



- Display moderate and responsible behaviour at all times
- be polite, courteous and respectful to others
- ensure that differences of opinion or conflicts are dealt with through the proper processes
- not abuse, harass, bully or victimise others.

The making of false or unjustified complaints or statements about the conduct of others under this procedure or otherwise may also amount to misconduct.

### **Making Complaints**

It is intended that this procedure should **only** be used in serious cases where formal investigation and determination is appropriate and required. Any concerns not requiring this degree of formality should be referred, **at the event itself**, to the CNGA Welfare Officer.

If a complaint is made by a parent, either verbally or in writing, the complainant and any supporting correspondence should be directed, in the first instance, to the Club Welfare Officer. If the matter remains unresolved after contact with the Club Welfare Officer, then a Welsh Gymnastics Welfare Team Representative will be invited to give appropriate guidance and advice of the situation.

Any complaint about misconduct by a club or participant requiring determination in accordance with this procedure should be made in writing to the “CNGA Welfare Officer” and copied to Welsh Gymnastics Welfare Team.

## **Serious Misconduct/Allegations**

In cases of serious misconduct or a serious allegation made against a member of CNGA, the CNGA Welfare Officer will immediately refer the matter to the Governing Body -Welsh Gymnastics for further advice and appropriate action.

Depending on the nature of the allegation, CNGA has the right to temporarily suspend a member pending further investigation with the appropriate authorities. The parent of and/or the accused person will be informed of this decision immediately.

## **Handling Complaints**

1. The Welfare Officer should acknowledge receipt of the complaint in writing within 10 working days of receiving it.

2. The Welfare Officer will inform the person against whom the complaint has been made and provide details of the allegations. The parent of and or accused person will be invited to respond in writing. The Welfare Officer **may** also request other written statements of evidence from relevant witnesses. The parent of and or accused person are required to co-operate with this process as the Welfare Officer is governed by a set of procedures to ensure everything is actioned professionally and correctly, which often takes some time.

3. The Welfare Officer, in consultation with Welsh Gymnastics and/or others as they consider appropriate (for example Social Services) will determine an appropriate course of action:

The Welfare Officer (under guidance from the Governing Body) may determine on the written statements and evidence available at this stage

(i) that the complaint is wholly unfounded or

(ii) that there is no reasonable prospect of the complaint being upheld or

(iii) that the complaint is of a trivial nature not deserving of formal review and that no further action should be taken.

The Welfare Officer may attempt to resolve the situation by implementing an action, other than a formal hearing, that is reasonable, fair and proportional to the complaint.

If the parent of and/or accused person has acknowledged in writing that the alleged misconduct had occurred the Welfare Officer may determine that the complaint is upheld.

If the matter cannot be resolved in any other way it will be passed for determination to Welsh and British Gymnastics for advice.

4. Where a complaint is upheld, the Welfare Officer or the Governing Body (as the case may be) shall determine what sanction, if any, shall be applied.

5. The Welfare Officer will advise the complainant, accused person and Welsh Gymnastics in writing of their decision or other course of action and of any sanctions to be applied.

6. A parent of and/or an accused person against whom a complaint is upheld may appeal against the decision or against a sanction imposed by the Welfare Officer. Any

appeal must be made within two weeks of receipt of the letter detailing the decision.

7. Where a complaint or allegation involves conduct which directly prejudices the interests of the complainant; the complainant may appeal against a decision of the Welfare Officer not to proceed with the complaint or determining that their complaint is unfounded. A complainant may not appeal against the sanction imposed on the person accused.

8. If an appeal is lodged, Welsh/British Gymnastics Ethics and Welfare Departments will be contacted to determine the appropriate action.

## CONTACTS

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

Telephone: 01952 820330 Fax: 01952 820 621

[www.british-gymnastics.org](http://www.british-gymnastics.org)

[information@british-gymnastics.org](mailto:information@british-gymnastics.org)

Text phone: 0800 783 798

Welsh Gymnastics Sport Wales National Centre Sofia Gardens  
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[office@welshgymnastics.org](mailto:office@welshgymnastics.org)

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## **EXPECTATIONS - GYMNASTS**

Rule 1 – Kind hands, kind feet, kind words to everyone at gym

Rule 2 – follow the correct gym clothing rules

Rule 3 – Put litter in the bins and always leave the toilets as you find them – clean

Rule 4 – No jewellery to be worn during training sessions

Rule 5 – Always ask a coach for permission to leave the gym working area

Rule 6 – no mobile phones allowed on the gym training floor without permission from the senior coaches

Rule 7 – do not use the apparatus without a qualified coach permission

Rule 8 – always follow a warm up and stretching programme before doing gym skills

Rule 9 - if you feel sad about something, speak to a coach straight away

Rule 10 – under 16 year-old children are not to walk into the gym or leave the gym building without an adult