

City of Newport Gymnastic Academy Limited



HANDBOOK 2026

Updated July 2026

INTRODUCTION

*The **City of Newport Gymnastic Academy Ltd Handbook 2026** has been created to ensure that every member has easy access to the Academy's key information. Inside, you will find our Policies, Rules and Regulations, Gymnastic Progress Guidance, Complaints Procedure, Expectations of Gymnasts, and the relevant contact details for the National Governing Body.*

This Handbook has been produced by the Directors of the Academy and reflects the policies and standards set by the National Governing Body. It is available to all members as a read-only PDF on the Academy's website and will be reviewed regularly by the Directors.

*Please note that the **Terms and Conditions of Membership** are provided separately and must be read, signed, and agreed to before joining the Academy.*

At CNGA, we are committed to maintaining the highest standards and responding to any situation with professionalism, clarity, and care.



Marcel Marengi

Director



Christina Marengi

Director

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Directors, Coaching Team and Support Staff

Directors:

Tina Marenghi, Marcel Marenghi

Welfare Officers - Annie Clothier, Laura Halford

Coaches:

Tina Marenghi

Women's Artistic Level 3 Coach

Marcel Marenghi

Women's Artistic Level 4 Coach, Men's Artistic Level 2 Coach, Women's Artistic Club Judge 2026

British Gymnastics Tutor/Assessor Level 2

First Aid Instructor (Future Quals)

Annie Clothier

Women's Artistic level 1 coach, Club Welfare Officer

Keely Malone

Women's Artistic Level 1 Coach

Laura Halford

Club Welfare Officer

Mike Thorpe

WAG Level 1 coach

Danielle Jackson

WAG Level 1 coach

Carley Bridge

WAG level 1 coach

Alina Mucenic

WAG Assistant Foundation Coach

Volunteers

Lin Litchfield – Reception/Admin/First Aid

Alys Davy – Coach candidate 2026

Keely Williams – coach candidate 2026

Ayla Clothier – coach candidate 2026

Grace Thomas-Oxenham – coach
candidate 2026

WELSH GYMNASTICS LEADERS

Alys Davy

Ayla Clothier

Nissi Tape

Olivia Bonnici

Daisy Ward

CNGA YOUNG SPORTS LEADERS

Lolita Klusevich

Evie Thorpe

Ava Spiteri

Avalyn Halford

Roksana Tkaczynska

Millie Rolfe

Nia Williams

Skye Hooper

And not forgetting...



Our Club Mascot – Sedric The Seagull

In charge of morale and just about everything at CNGA!

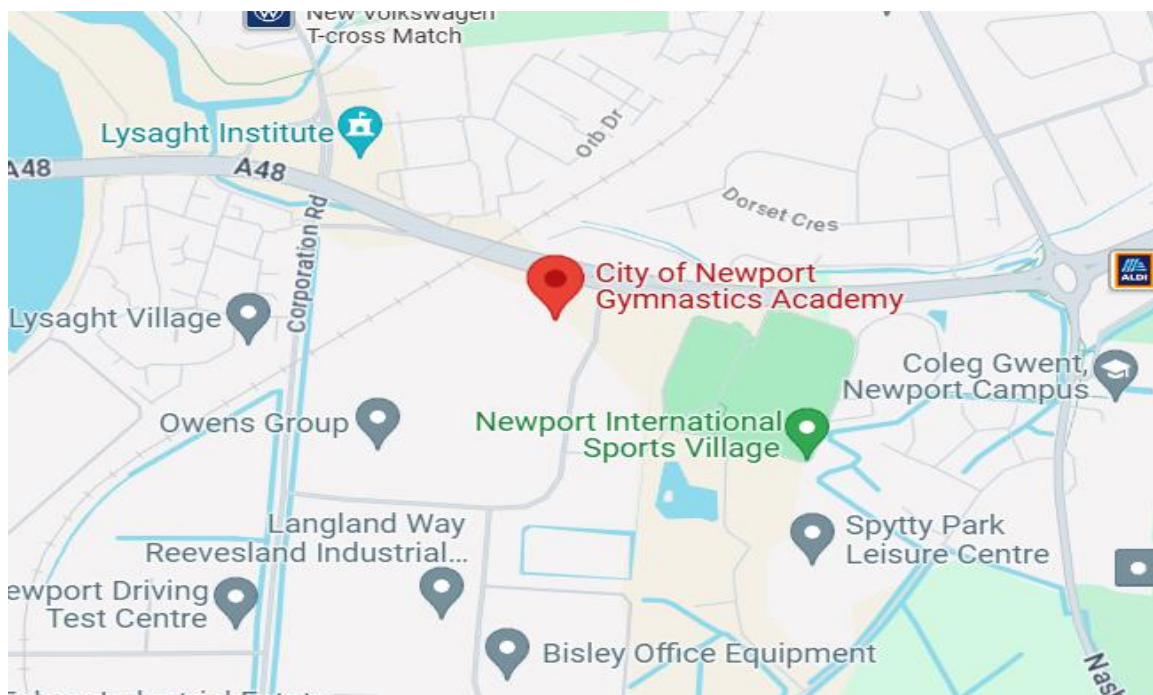
ACADEMY LOCATION & FEATURES

City of Newport Gymnastic Academy is located at:

Unit B10-B12 Langland Park West,

Langland Way, Newport Gwent

NP19 4ED



The website address will show directions to the facility using Google Maps. For information purposes, we are not located at 10 Corporation Road (as printed on the website) as this is our Accountants address – not the Gymnastic Facility. The map/directions are correct on the website to our facility.

The venue is closely situated to the Newport International Sports Village (NISV) and is ideally located just off the Southern Distributor Road Newport - west bound onto Langland Way.

Our facility is an excellent, spacious 10,000 square foot modern warehouse and is ideally equipped with Olympic specification apparatus for Artistic Gymnastics.

CNGA EQUALITY STATEMENT

The City of Newport Gymnastic Academy Ltd is fully committed to promoting equality, diversity, and inclusion across all areas of its organisation. We believe every gymnast, parent, coach, volunteer, and visitor has the right to participate in a safe, welcoming, and respectful environment where they are valued for who they are.

We do not tolerate discrimination, harassment, or victimisation of any kind. The Academy is committed to ensuring that no individual is treated less favourably on the grounds of age, disability, sex, gender identity, race, ethnic or national origin, religion or belief, sexual orientation, pregnancy or maternity, marital or civil partnership status, or any other protected characteristic as defined by the Equality Act 2010.

We actively promote equal opportunities in participation, coaching, progression, and access to facilities. Our policies and practices are designed to remove barriers, challenge inequality, and ensure that gymnastics at CNGA is accessible to all members of our community.

All staff; coaches, volunteers, gymnasts, and parents share responsibility for upholding this commitment. The Academy will continue to review and develop its policies to ensure they reflect current legislation, best practice, and the values of fairness, dignity, and respect.

CNGA COACHING POLICY

(Reviewed June 2026)

Purpose

The City of Newport Gymnastic Academy Ltd (CNGA) proudly recognises the dedication of its volunteer coaching workforce, sports leaders, and Welfare Officers. Their time, expertise, and enthusiasm are vital to the continued growth of gymnastics and the success of the Academy.

Every coach, official, and volunteer is valued for their loyalty, energy, and commitment to CNGA's mission of "Participate, Enjoy, Achieve!"

Policy Overview

As the coaching team evolves, all members must comply with the standards outlined in this Handbook, which reflect the British Gymnastics Health, Safety and Wellbeing Policy.

Senior Coaches hold overall responsibility for the health, safety, and wellbeing of both coaches and gymnasts during all sessions and training activities.

Senior Coaches – Responsibilities

- Maintain the highest professional standards in coaching.

- Ensure gymnastics is taught within each coach's qualification level.
- Provide access to British and Welsh Gymnastics courses and support **Continuous Professional Development (CPD)**.
- Supply structured planning resources for all levels of gymnast and coach.
- Treat all coaches with dignity and respect, maintaining confidentiality in personal matters.
- Apply safe and approved progressions in every session.
- Ensure at least one coach present holds a valid First Aid at Work qualification.
- Convene coaches' meetings as required to address current matters.

Coaching Requirements

All CNGA coaches must:

- Register annually with Welsh Gymnastics via the SPORT:80 membership system.
- Complete the Positive Coaching Online Course.
- Complete a Safeguarding and Protecting Children Course.

- Hold a recognised British Gymnastics coaching qualification.
- Possess a valid DBS clearance, processed and recorded by the Welfare Officer in line with British Gymnastics guidelines.
 - Coaches who decline a DBS check will not be permitted to teach at the Academy.

Coaching Practice

Coaches must:

- Teach skills within the syllabus of their qualification level.
 - They may assist with higher-level skills only under the supervision of a Senior Coach.
- Deliver skills aligned with British Gymnastics and Welsh Gymnastics competition programmes.
- Follow the CNGA planning structure provided by Senior Coaches.

Dress and Deportment

All CNGA coaches are expected to:

- Wear appropriate attire (CNGA polo shirt, tracksuit bottoms, socks/trainers).

- Remove all jewellery and watches when coaching or spotting gymnasts.
 - Wedding rings may be worn if securely taped.
- Keep hair neatly tied back.
- Avoid clothing or accessories that could be considered offensive or inappropriate.

Continuous Professional Development (CPD)

Coaches will be:

- Encouraged and supported to attend courses that enhance their coaching knowledge and qualifications (including judging and first aid).
- Eligible for Academy-funded training through Community Chest grants, subject to a two-year return of service or reimbursement of course fees.
- Regularly appraised and supported by the Directors.

Long-Term Athlete Development (LTAD)

- Gymnasts aged 13 and above will be encouraged to complete the Welsh Gymnastics Level 0 Sports Leader Award and may progress into coaching or officiating roles, with a two-year return of service.

- Gymnasts aged 11 and above may become CNGA Leaders, maintaining a log of supported coaching hours as a pathway to future coaching roles.
- Parents expressing interest will be welcomed as volunteers, coaches, or officials.

Social Media Policy

In line with British Gymnastics Policy, coaches must not include any gymnast under 18 years of age on personal social-media accounts. It is also noted that children under 13 are not legally permitted to hold Facebook accounts.

Local Policy – Group Responsibility

The gym is a dynamic environment. Senior Coaches are responsible for ensuring:

- Safe progressions are consistently applied.
- Gymnast dress and deportment standards are maintained.
- Productivity and focus are upheld across all groups.

Coaches should concentrate on their assigned groups, while Senior Coaches oversee overall effectiveness and support.

First Aid

- Any illness or injury will be attended to by a qualified first aider.
- Serious injuries must be reported immediately to a qualified first aider.
- Minor injuries (e.g., small cuts, bruises) may be treated by any coach but must be reported to Senior Coaches and parents at the end of the session.
- CNGA Leaders must report all injuries immediately.
- All incidents are recorded in the First Aid Cupboard log.
- Injuries requiring hospital attention must be logged in the Accident Book and reported online via the Welsh Gymnastics SPORT:80 system.

Behavioural Management

- Gymnasts who are disruptive or unresponsive to coaching may be temporarily sat out for up to five minutes.
- Persistent behavioural issues will be referred to Senior Coaches and managed according to Academy procedures.

Welfare Procedures

- Any welfare concern raised by a child or parent must be reported immediately to the Academy Welfare Officers.
- The Welfare Officers will inform Senior Coaches where appropriate.
- Coaches must not attempt to handle welfare matters independently.

Coach Performance Review

Coaches may request an appraisal at any time. Senior Coaches will also conduct regular performance reviews and provide constructive feedback and guidance.

Commitment to Excellence

At CNGA, we strive to maintain the highest standards of professionalism, safety, and care. Our coaching team embodies the Academy's values — Participation, Enjoyment, and Achievement — ensuring every gymnast reaches their full potential in a supportive and inspiring environment.

GYMNASTIC CLASSES, STRUCTURE AND PRICING

Class Structure at CNGA

City of Newport Gymnastic Academy currently operates three main class pathways, organised by age, ability, and developmental stage. These pathways ensure that every gymnast receives appropriate, progressive, and safe instruction.

1. Beginner Girls (Reception – Year 2)

Sessions: 1 hour per week Days: Monday or Wednesday

This group provides an introduction to gymnastics, focusing on:

- Fundamental motor skills
- Agility, balance, and coordination
- Flexibility and core strength
- Confidence and safe use of Olympic apparatus
- Basic routines and movement patterns

2. Improver / General Gymnastics (Year 3 – Year 11)

Sessions: 2 hours per week Days: Tuesday or Thursday

This mixed-ability recreational programme follows the British and Welsh Gymnastics “Gymnastics for All” framework. Gymnasts work primarily within their

school-year groups and are supported by a dedicated coach.

Gymnasts are introduced to:

- Balance beam
- Uneven bars
- Rebound equipment (air floor, trampette)
- Floor skills and routine development

Although optional, gymnasts in this group may be entered into:

- Welsh Gymnastics “For All” competitions
- The CNGA Annual Championships

3. Artistic Competition Squad

Sessions: 6–8 hours per week Entry: By selection of the Senior Coaching Team

This squad follows a detailed weekly training plan, differentiated by age and ability. Gymnasts work in small groups and prepare for competitions throughout the year, including:

- Preparation, Development, Performance & Excel Grades
- Inclusive Grades

- Classic Challenge (Zinc, Copper, Bronze, Silver, Gold)
- Gymstars Women's Artistic Gymnastic Competitions
- Welsh Floor & Vault (The Neyland Cup)
- Annual Club Championships
- Internal WAG Floor & Vault Competitions (Summer & Autumn)

Lesson Structure

All CNGA lessons follow a consistent, safe, and progressive format, including:

- General warm-up
- Pre-stretch
- Physical preparation
- Main session theme
- Developmental stretching
- Cool down
- Feedback and dismissal

Lesson complexity increases with age, ability, and experience.

Talent Identification & Pathway to Performance

Gymnasts demonstrating strong potential may be invited by Senior Coaches to attend Welsh Squad Trials. Successful gymnasts at Welsh Squad Trials are then invited to monthly Welsh Squad training sessions, accompanied by a qualified CNGA coach.

The National Coaching Team may select gymnasts for further performance pathway development.

Example of Success: Jemima Taylor began her journey at CNGA, progressed through Welsh Squad training, and was later selected by the National Coaching Team. She has represented Great Britain at Junior and Senior World Cup level in Artistic Gymnastics and will now represent Wales at the Commonwealth Games 2026.

Pricing

CNGA lesson fees are carefully benchmarked against other children's sporting activities in Newport.

Payment Structure

- Fees are paid monthly, on the 1st of each month.
- Fees are calculated over a 39-week school year and divided into 12 equal monthly instalments (pro-rata).

- This means that quieter months (e.g., August) are still charged at the standard monthly rate.

New members receive full pricing information via email upon joining. All details regarding payment, membership, and cessation of fees are outlined in the CNGA Terms and Conditions, which must be read, signed, and agreed to prior to membership.

CNGA RULES AND REGULATIONS

(Reviewed June 2026)

Introduction

The Rules and Regulations in this Handbook are reviewed regularly by the Directors to ensure the highest standards of **health, safety, and wellbeing** for all gymnasts, coaches, and visitors. An **Expectation of Gymnasts** list is displayed in the gym and included at the end of this Handbook.

Rule 1 – Register of Attendance

All parents/carers must **sign their child in** at the start of every lesson. The register is essential for emergency procedures, including evacuation.

Rule 2 – Arriving and Leaving the Gym

- All children must be **accompanied into the building** by a parent/carer.
- No child under 16 may walk from the car park to the gym alone.
- Gymnasts under 16 will only be released to a **recognised adult**.
- Gymnasts aged 16 may sign themselves in/out **with written parental permission**.
- If a parent is collecting a child who is not their own, this must be communicated to a member of the coaching team.

Rule 3 – Discipline and Behaviour

CNGA aims to provide a **safe, positive, and respectful environment** for all. A structured behaviour-management system is used:

1. **First Warning** – Yellow Card
2. **Second Warning** – Red Card
3. **Sit Out** – 5 minutes
4. **Escalation** – Report to Senior Coaches, change, and parents contacted

Parents will be informed of any action taken and of repeated disruptive behaviour. Suspension or exclusion is **only used as a last resort**, but the Academy reserves the right to notify the Governing Body and terminate membership if necessary.

Bullying

Bullying may be physical, verbal, emotional, or online (cyber-bullying/trolling). The Academy will apply the behaviour procedures above. Bullying outside the gym is a **parental responsibility**, but CNGA will always support families where appropriate.

Rule 4 – Hygiene, Health and Safety

Dynamic Risk Assessment

Coaching staff carry out ongoing risk assessments of:

- Apparatus
- Lighting and heating

- Emergency exits
- First aid provision
- Changing and toilet facilities
- General working environment

Hygiene, Illness and Injury

- Gymnasts with contagious illnesses **must not attend** lessons.
- Any gymnast arriving unwell may be asked to sit out.

Dress Code – Gymnasts

Girls:

- Royal Blue CNGA club leotard and shorts (Little Stars Leotards – CNGA online shop)
- Competition gymnasts must wear Academy training leotards
- Hair tied back neatly (no hard plastic headbands)
- Bare feet; cycle shorts optional

Not permitted: Jeans, trouser shorts, crop tops, strappy tops, swimming costumes, baggy tops.

Jewellery

- All jewellery must be removed.
- **Stud earrings only** may be worn if taped by the parent/carers before entering the gym.
- No other earrings permitted.

- Gymnasts will not participate if this rule is breached.

Hair

- Long hair must be tied back securely.
- Competition squad gymnasts must wear a **neat bun** for training and competition.

Toilet Safety

Coaches must remain vigilant when sending young children to the toilet.

Access to the Working Area

- Only gymnasts may enter the working area.
- CNGA operates an **open viewing policy** for parents observing their child's class only.
- See "Parents' Expectations" for further guidance.

Filming and Photography

- British Gymnastics guidelines apply.
- Parents/carers **must not film or photograph** during lessons without explicit coach permission.
- Parents may only photograph **their own child** and only with permission.
- Photography for displays, website, press, or the Handbook requires parental consent.

Social Media

- No photos, videos, or information about CNGA may be posted online without Director approval.

- **Trolling or derogatory comments** about CNGA or its members will result in legal action where appropriate.

Dress Code – Coaches

Coaches must follow the CNGA Coaching Policy.

Rule 5 – First Aid

- First aid will be administered to any ill or injured gymnast, coach, or visitor.
- CNGA maintains a legally required **Accident Book** and a fully stocked **First Aid Kit** appropriate for gymnastics.
- Staff will apply a duty of care to anyone in the building.

Rule 6 – Drug Abuse and Crime

Drug Abuse

Gymnasts aged 12+ competing in events may be subject to drug testing under FIG regulations. Gymnasts must abstain from:

- All prohibited substances
- Chemically related compounds
- **Blood doping** (as defined by WADA)

Crime

Any participant or coach convicted of an offence that poses a risk to the sport may be expelled by the Governing Body. British Gymnastics Ethics and Welfare Department will take appropriate action to protect clubs.

Complaints Procedure

Scope

This procedure applies to all CNGA members. Anyone participating in CNGA or Governing Body events must be a member of British Gymnastics and follow its rules and standards.

Events include:

- Lessons
- Squad training
- Courses
- Competitions
- Displays
- Gradings
- Meetings

Misconduct includes breaches of CNGA or British Gymnastics rules, policies, codes of conduct, or etiquette.

Members must:

- Display high personal standards
- Protect the reputation of CNGA and British Gymnastics
- Behave responsibly and respectfully
- Resolve disagreements through proper processes
- Never harass, bully, or victimise others

False or malicious complaints may also constitute misconduct.

Making Complaints

This procedure is for **serious matters** requiring formal investigation. Minor concerns should be raised with the **CNGA Welfare Officer** at the event.

Parent Complaints

- Complaints should be directed to the **Club Welfare Officer**.
- If unresolved, Welsh Gymnastics Welfare Team may be consulted.
- Formal complaints must be submitted **in writing** to the CNGA Welfare Officer and copied to Welsh Gymnastics.

Serious Misconduct / Allegations

- Serious allegations will be referred immediately to **Welsh Gymnastics**.
- CNGA may temporarily suspend a member pending investigation.
- Parents and/or the accused will be informed immediately.

Handling Complaints

1. Welfare Officer acknowledges the complaint within **10 working days**.
2. The accused is informed and invited to respond in writing.
 - Witness statements may be requested.

3. Welfare Officer (with Welsh Gymnastics if required) determines whether:

- The complaint is unfounded
- There is no reasonable prospect of it being upheld
- It is trivial and requires no further action
- It can be resolved proportionally without a formal hearing
- It should be escalated to Welsh/British Gymnastics

4. If upheld, an appropriate sanction will be applied.

5. All parties will be informed in writing.

6. The accused may appeal within **two weeks** of the decision.

7. Complainants may appeal only if their interests were directly prejudiced.

8. Appeals will be referred to Welsh/British Gymnastics Ethics and Welfare Departments.

CONTACTS

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

office@welshgymnastics.org

www.welshgymnastics.org

City of Newport Gymnastic Academy Limited
Unit 10-12 Langland Park West, Langland Way
Newport Gwent NP19 4ED

Tel: 01633 270 738

07377 528423/428

www.cityofnewportgymnasticacademy.co.uk

Expectations – Gymnasts

To keep everyone safe, happy, and able to enjoy their gymnastics, all gymnasts at CNGA must follow the rules below:

Rule 1 – Kind hands, kind feet, kind words

Always treat everyone in the gym with kindness and respect.

Rule 2 – Wear the correct gym clothing

Follow the Academy's clothing rules and make sure you are dressed safely for training.

Rule 3 – Keep the gym clean

Put all litter in the bins and leave the toilets clean and tidy, just as you found them.

Rule 4 – No jewellery

Jewellery must not be worn during training sessions for safety reasons.

Rule 5 – Ask before leaving the gym area

Always ask a coach for permission before leaving the training space.

Rule 6 – Mobile phones

Mobile phones are not allowed on the gym floor unless you have permission from the senior coaches. Please read the mobile phone rules displayed around the gym.

Rule 7 – No recording

You must not record or take photos of other gymnasts or coaches at any time.

Rule 8 – Use equipment safely

Never use any apparatus without permission and supervision from a qualified coach.

Rule 9 – Warm up properly

Always complete your warm-up and stretching programme before doing any gymnastics skills.

Rule 10 – Speak up if you feel sad or worried

If something upsets you, tell a coach or the Club Welfare Officer straight away.

Rule 11 – Safety when entering and leaving the building

Gymnasts under 16 must not enter or leave the gym building without an adult.

Parent and Carer Expectations & Code of Conduct

At City of Newport Gymnastic Academy (CNGA), we are committed to supporting parents and carers throughout their child's gymnastics journey. To maintain a safe, positive, and well-organised environment for all gymnasts, we ask that all parents and spectators uphold the expectations outlined below.

Parent and Spectator Code of Conduct

Parents and spectators play a vital role in helping us create a safe, respectful, and enjoyable atmosphere. All adults attending sessions are expected to:

- Co-operate fully with Academy staff and follow all instructions given by coaches and officials.

- Uphold the principles of Safeguarding and comply with British Gymnastics standards at all times.
- Refrain from interfering with lessons, coaching decisions, or the running of any session. Coaching must only be delivered by CNGA staff.
- Respect controlled access procedures:
 - Entry to the gym during lessons and exit from the building while a session is in progress is strictly prohibited.
 - Parents must not open the door to anyone they do not personally recognise.
 - No one should be allowed into the building during a class unless authorised by staff. These measures ensure the safety, security, and

safeguarding of every child and member of staff.

Parents and spectators must behave respectfully at all times. Failure to follow these expectations may result in restricted access to viewing areas or further action in line with Academy policy.

Parents and Carers Should:

- . Follow all Rules and Regulations and be familiar with the policies and procedures outlined in the Academy Handbook.
- . Respect coaching decisions, including squad placements and competition selections, which are made in the best interests of each gymnast's development and safety.
- . Avoid interfering with lessons (including side-line coaching). This can

distract gymnasts, disrupt coaching, and compromise safety.

- Manage any issues between gymnasts outside the Academy, including those arising on social media.
 - If a parent believes the Academy should be aware of an external issue, they must contact the Club Welfare Officer directly.
 - If an incident occurs during a session, the Academy will take appropriate action in line with the Handbook and British Gymnastics policies.
- Avoid contacting coaching staff during holiday periods, unless the matter is urgent.
- Request a meeting respectfully if they wish to discuss their child's progress or

any concerns. Coaches are unable to speak with parents immediately before or after lessons, as this disrupts session flow and supervision.

- . Use only the official communication channels to contact the Academy:
 - Landline: 01633 270738
 - Mobile: 07377 528 423 / 07377 528 428
 - Email:
cityofnewportgymnastics@mail.com
 - Facebook: City of Newport Gymnastics
 - Website:
cityofnewportgymnasticacademy.co.uk (Contact Page)

Thank you to all parents and carers for your continued support and cooperation. Together, we can ensure a safe, positive, and inspiring environment for every gymnast at CNGA.



PARTICIPATE , ENJOY, ACHIEVE