

Policies

Code of Conduct - For Coaches, Officials and Volunteers

The Code of Conduct is designed to support the club's child protection policies. It exists to promote a safe and enjoyable gymnastics experience for the members of our club.

Protecting the Rights of the Gymnast. Coaches must respect and champion the rights of every individual to participate in gymnastics. This includes providing an environment in which children are free from fear or harassment. Recognising the rights of performers to be treated as individuals. Encouraging performers to confer with other coaches if the need arises and encouraging them to move on as their ability increases, even if this means moving to a new coach. Promoting the concept of a well-balanced lifestyle for performers both within and outside of gymnastics.

The Relationship with the Gymnast: Coaches must develop a relationship with the gymnasts in their care based on openness, honesty, mutual trust, and respect. This includes being publicly open when working with gymnasts. Situations where a coach is working alone or unobserved with an individual must be avoided. Taking care when providing manual support. If a group of gymnasts need to be supervised in the changing room, coaches of the same sex should supervise in pairs. Coaches should never take a gymnast home with them, or to any other secured place, or transport gymnasts alone. Where the need arises, with parental permission, coaches may transport more than one child and, where possible, another adult. When a completely unavoidable situation arises, coaches should supervise in pairs and where possible supervise groups of children. Coaches should always be concerned for the safety, well-being, protection, and future of the gymnast. Revised: MAY 2023 Adult Coaches should not communicate on social networking sites, such as Facebook, with any K.D. gymnasts under the age of 18. If applicable, any such gymnast should be removed from your list of friends. The phoning and texting of gymnasts is to be discouraged.

Responsibilities - Personal Standards:

Coaches must demonstrate proper personal behaviour and always conduct. This includes:

Whilst representing the club coaches should wear club attire and be of a clean and tidy appearance with long hair neatly tied back.

Coaches should maintain good time keeping.

Coaches should call the club at least one hour before the class if they are unable to attend a session due to illness.

Coaches should attend full training sessions, including warm up periods.

Be always a good role model.

Responsibilities - Professional Standards:

To maximise benefits and minimise risks to athletes, coaches must attain a high level of competence through qualifications to ensure safe and correct practice. This includes:

Coaches must not misrepresent their qualifications, affiliations or professional competence to the club, club members or any form of the media.

Coaches must be qualified to coach at the level appropriate to the gymnasts in their group. Coaching qualification certificates must be presented to the Club Manager to keep on file.

Coaches have a professional obligation to the gymnasts to treat all allegations or suspicions of abuse seriously and with utmost discretion. The first point of contact for any matters relating to this is one of the Club Welfare Officers. Alternatively, coaches should raise their concerns with their mentor or head coach who will share the information with the Welfare Officers.

Coaches should not publicly criticise the club, fellow coaches, non-coaching staff, committee members, parents, guardians, or gymnasts in any branch of the media or to club members or parents. This includes social networking sites.

Any conflict between coaches should take place in private, not in front of members. Any disagreement that cannot be satisfactorily resolved through discussion and compromise should be reported to the head coach.

All matters concerning the business of the gym should be always kept confidential.

Coaches must not divulge any confidential information relating to a gymnast without consent.

All coaches have a professional duty of care. This extends to an obligation to record any accidents in the accident book. The Director of Coaches will immediately bring any accidents to the attention of the Health & Safety Officer.

Coaches must always discourage unsafe and inappropriate behaviour and, where necessary, are obliged to follow guidelines in the anti-bullying policy.

Revised: 25 MAY 2023 - Adult coaches should encourage good, clear communication with parents/guardians and be approachable to parents/guardians to hear any concerns. It is good practice to keep parents informed of children's progress.

Drugs, Alcohol and Criminal Convictions

The use of or being under the influence of drugs or alcohol whilst on the premises is strictly prohibited.

All coaches are required to complete a Enhanced DBS and present to the Club Manager a current valid DBS certificate prior to the start of work. If during their employment a coach is convicted of a criminal offence, they are obliged to report this to the Club Manager immediately.

Parents Code of Conduct

- Remember that children participate in this sport for their benefit, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Remember that children learn best by example.
- Respect coaches' and other officials' decisions and teach children to do likewise.
- Show appreciation of volunteers, coaches, officials, and administrators. Without them, your child could not participate.
- Criticism of other people's children / coaches can be upsetting to all and is frowned upon by this club. Please refrain from this.
- Any problems regarding your child, please speak directly to the appropriate coach.
- Encourage. Don't criticise.
- In the case of absence, a message should be left with the gym, prior to the start of the training session.

Squad Gymnasts & Parent Guidelines

Training/Competition

- Female gymnasts should wear a one-piece gymnastic leotard (not a swimsuit or a dance suit with narrow shoulder straps). Male gymnasts should wear short & T-shirt Tracksuits and/or t-shirts maybe worn during the warmup period but must be removed for the rest of the training session, as they constitute a danger to both the gymnast and the coach.
- No jewellery whatsoever, including ear studs or body piercing adornments to be worn at any time during training or competition. This constitutes a safety hazard and British Gymnastics and their Insurers have made it a no-tolerance policy.
- Hair must be neatly tied up, out of the gymnast's face.
- A club leotard must be worn for all competitions, which are supplied by the club.
- Hand guards, wristbands and chalk are the gymnast's responsibility; these can be purchased from the club.

- Gymnasts are expected to attend every scheduled training session. Gymnasts are encouraged not to miss training except for serious reasons (illness, medical appointments etc). Gymnasts or Parents should inform their respective coach of any planned absence or holidays as soon as possible, as competitions are all year round. Their training is planned out for these competitions. One week away from the gym can set back training by anything up to a month.
- In the case of illness, a message should be left with the gym, prior to the start of the training session.
- Gymnasts with an injury may still attend training sessions and work around this injury to ensure their flexibility and strength is kept up. A long period of time off can also affect the gymnast socially as well as physically. Please communicate with your child's coach.
- Please ensure that your child's coach is present, or expected, before you leave.
- Gymnasts should arrive a few minutes before the start of training for preparation or to go to the toilet. All gymnasts should attend the warmup. It is an essential part of the training that helps the prevention of injury.
- Arriving 5 minutes after the session has started may result in your child being unable to gain access for their session.

KD Gymnasts' Code of Conduct

A KD Gymnast must:

- Show respect to coaches, judges, officials, and other gymnasts.
- Listen to and follow the instructions of his/her coach.
- Support and encourage his/ her teammates.
- Always train with a positive attitude.
- Attempt to do every move with good form.
- Take care of the Club's equipment.
- Take pride in their Club and make sure that they do their part in keeping the gym clean and tidy.
- Conditioning is an essential part of Gymnastics. Without strength core elements cannot be performed, without flexibility leaps and jumps are low and lack amplitude. All body preparation is an aid in reducing the risk of injury to the gymnast. Manual stretching by the coach is a fact of gymnastics and although there is an element of discomfort at first, most competitive gymnasts adjust quickly. If a coach has requested that a gymnast is to do some conditioning and stretching at home, we request that you as parents encourage and support them in doing their "homework". The coach has asked the gymnast as this would assist her in obtaining a certain goal or element. Further information can be obtained from her coach.

- If your child brings in a lunch/snack box to the gym due to a long training period (more than 3 hrs) then a balanced diet will be desirable. Gymnast's food intake prior and during training affects their training efficiency.
- A gymnast must always drink plenty of fluids during training, i.e. water/squash only.
- Our coaches wish to maximise coaching time with their group of gymnasts, therefore if you wish to speak to your child's coach, please do so either before or after the training session.

Recreational Gymnasts/Parents Guidelines

Training Females/ Males:

- Female gymnasts should wear a one-piece gymnastic leotard/ crop top (not a swimsuit or a dance suit with narrow shoulder straps).
- Hair must be neatly tied up, out of the gymnast's face.
- Male gymnasts should wear T-shirt and shorts.

Training:

- If your child is expected to be away longer than 2 weeks, please let the gym know by email if possible.
- Gymnasts should arrive a few minutes before the start of training. It is particularly upsetting for the younger children to arrive after all the others have started. All gymnasts should attend and take part in the warmup. It is an essential part of the training that helps the prevention of injury.
- Please do not drop off your own, or other children early, unless you have contacted and planned with a coach.
- Please ensure you are punctual collecting your children and remind them that they must wait in the building until collected.
- Please advise the Gym Club of any change of circumstances, i.e. medical, change of address and particularly Mobile Phone No's.

Our coaches wish to maximise coaching time within the gym, therefore if you wish to speak to us about anything to do with the classes, please either speak to Tony if he is not coaching or drop us an email.

As you can imagine with over 800 children coming through the gym each week, the amount of lost property (mainly socks) is substantial. All lost property will be cleared at the end of each month. Please ensure your child has all their belongings before they go home.

Fire Policy

The whole of KD Gym is a SMOKE FREE ZONE. In the unlikely event of a fire occurring during a training session an alarm will be sounded, and the following procedures will be implemented:

1. Gymnasts and coaches will move in an orderly way to the exit doors at either end of the gym and line up at the front the centre and make their way to the CARPARK.
2. Parents and others in the waiting area will likewise move to the main entrance doors, through the lobby area and to the front of the CENTRE and make their way to the CARPARK.
3. Once a term we plan to have a fire drill so please make sure that your child knows what to do.
4. Information about the Emergency procedures can be found around the facility.

Club Complaints Procedure

If you have a complaint or concern about any club member - be it a gymnast, coach, volunteer member or another parent please let us know as soon as possible.

How to Complain:

1. We hope that most problems can be sorted out quickly, often at the time that they arise and with the person concerned.
2. If your problem cannot be sorted out this way and you wish to make a complaint please speak to or email Francesca, Centre Manager francesca@kdgymnastics.co.uk
3. Parents are reminded that for safety reasons they should not approach any of the coaches during classes and that in any case Club matters are the responsibility of the management not the coaches. If it is necessary, the Club Secretary will pass on the complaint to the Club Welfare Officer.
4. Ideally this should be as soon as possible after the incident concerned, in a matter of days or at most two weeks while the incident is still fresh in the memory.

What the Club will do:

1. Your complaint will be acknowledged, and we aim to have looked into your complaint within 2 weeks of the date that you raised the matter with us.
2. Record will be maintained of all complaints and concerns - whether verbal or written.

Child and Vulnerable Adult Protection Policy

KD Gymnastics Club is committed to safeguarding and promoting the welfare of children and young vulnerable adults and expects coaches and volunteers to share this commitment and adhere to and always comply with KDGC Child Protection and Vulnerable Adult Statement.

The club will endeavour to promote the highest standards of care for all members, staff and officials by:

- Providing and implementing procedures to safeguard the wellbeing of all participants and protect them from abuse.
- Respect and promote the rights, wishes and feelings of all participants.
- Adopt good practice in recruitment, training and supervision of all employees and volunteers, and provide guidance to parents and carers.
- The appointment of a Welfare Officer to whom grievances or complaints can be made confidentially.
- Ensuring that staff are suitably trained in Child Protection and Health, Safety and Welfare issues.
- Ensuring that coaches and officials have been screened to confirm their suitability to work with children including Enhanced Criminal Record Disclosure.
- Ensuring that a minimum of two responsible adults are present at all training sessions or events.
- Ensuring that the participants and/or parents are aware of the purpose of videoing, filming and photography during training or events.
- Having a zero-tolerance level of poor practice, bullying or any potential form of abuse.
- Respond to all allegations and concerns and implement the appropriate disciplinary and appeals procedure.

Risk Assessment for Participation on Gymnastics

This risk assessment applies to participation in gymnastics at recreational (general) and squad competitive level, unless stated otherwise herein.

KD Gymnastics Club runs classes and training sessions at Unit D Hambridge Road Newbury Berkshire. The training sessions and classes are run in the Gymnasium on both floor level and podium level.

The equipment is laid out both at floor level and podium level, equipment is checked regularly for wear and damage each session.

Documented equipment checks are carried out regularly with any defects being rectified within a reasonable timeframe.

Equipment deemed unsafe for use is taken out of use until it is repaired to full working order. It is the job and responsibility of the Club Coaches to erect and make safe the various items of equipment before it is used. Senior coaches know and understand the correct set up of equipment and are aware of the inherent dangers of faulty equipment or set ups.

The risk of injury caused by faulty equipment is therefore minimised to almost none by this process.

Recreational gymnastics is not considered to pose a particular risk, except in the case that the gymnasts are unsupervised. KD Gymnastics Club maintains a sensible coach to gymnast ratio and this ratio is less in terms of gymnasts for younger children.

Gymnasts are not allowed to use the equipment if a qualified coach does not supervise them. If this rule is broken, the club reserve the right to exclude the gymnast from training. This rule is consistently re-enforced and made known to all gymnasts throughout all sessions.

Older recreational gymnasts and those who are involved in competitive training are at certain risk when they start performing inverted skills such as backflips, somersaults and dismounts from the beam and bars. These skills are first learnt in the foam pit and with coach support. The coach must make the decision about when it is considered safe for the gymnast to attempt the move without assistance.

Risks associated with participation in gymnastics and the measures taken in the prevention/minimisation of these risks are described below.

Risk: Breaks, Minor or Major sprains to joints from landing badly.

Prevention / minimisation:

- Gymnasts are taught the correct landing technique from the very earliest stage of training.
- Adequate matting is used.
- Gymnasts are adequately warmed up each session.
- Gymnasts are taken through the correct progressions and can perform the pre-requisite skills prior to performing the skill being learned.
- Gymnasts are supported where necessary and until it is considered safe for the gymnast to attempt the skill without assistance.
- Gymnasts are spotted on all landings from somersaults and somersault dismounts on any apparatus until completely comfortable unaided.
- Gymnasts are supervised when using the equipment.
- Gymnasts are made aware of the dangers and how best to avoid them.
- Gymnasts must not practice skills that carry risk when they are too tired or when they are unwell or injured in any way.

These measures serve to minimise the risk of breaks and bad sprains to joints from landing badly, but they cannot remove the risk altogether.

Risk: Broken bones from falls from apparatus, such as to the wrists or arms.

Prevention / minimisation:

- Gymnasts are taught safe falling technique from the earliest stage of training.

- Adequate matting is used.
- Gymnasts do not use a piece of apparatus that is considered too high for their ability or relative height.
- Gymnasts are taken through the correct progressions and can perform the pre-requisite skills prior to performing the skill being learned.
- Gymnasts are supported where necessary and until it is considered safe for the gymnast to attempt the skill without assistance.
- Gymnasts are spotted on all landing from somersaults and somersault dismounts on any apparatus.
- Gymnasts are supervised when using the equipment.
- Gymnasts are made aware of the dangers.
- Gymnasts must not practice skills that carry risk when they are too tired or when they are unwell or injured in any way.

These measures serve to minimise the risk of broken bones from falls from apparatus, but they cannot remove the risk altogether.

Risk: Broken neck or back.

In rare cases there is always the danger of a broken neck or back, but this would normally only happen as a result of a somersault going badly wrong. The gymnast losing spatial orientation or scaring (bailing) out of a move can cause a somersault to go wrong. The latter is most dangerous and most difficult to anticipate. It is very unlikely that recreational gymnasts would ever be performing a skill with the speed and height to create sufficient impact forces to do such damage. Squad gymnasts as they advance are required to perform much harder and more dangerous skills.

Prevention/Minimisation:

- Recreational gymnasts are closely spotted during somersaults as their abilities justify close attention.
- All coaches involved in coaching somersaulting skills should have a full understanding of the inherent dangers to their gymnasts.
- Coaches must only work within their level of qualification unless supervised by a more senior coach who is qualified to the level of the skill being practiced.
- If a coach feels that he or she requires assistance, even though qualified to the level of the skill that is being practised, he or she must seek help.
- Coaches and gymnasts must not attempt anything that they are not comfortable with.
- Adequate matting is used.
- Gymnasts are taken through the correct progressions and can perform the pre-requisite skills prior to performing the skill being learned.
- Gymnasts are supported where necessary and until it is considered safe for the gymnast to attempt the skill without assistance.
- Gymnasts are spotted on all landing from somersaults and somersault dismounts on any apparatus.

- Gymnasts are supervised when using the equipment.
- Gymnasts are made aware of the dangers.
- Gymnasts must not practice skills that carry risk when they are too tired or when they are unwell or injured in any way. These measures serve to minimise the already small risk of broken neck or back from in gymnastics, but they cannot remove the risk altogether.

Risk: General risk of injury including bruises, muscle strains, bad sprains, ligament damage and minor or major fractures due to element performance 'going wrong'.

The risk of injury in gymnastics cannot be entirely removed.

Most injuries occur due to poor landings. Injuries more particularly occur during element performances that go wrong. The gymnast losing spacial orientation or scaring (bailing) out of a move can often cause an element performance to go wrong. The latter is most dangerous and most difficult to anticipate.

The risk of severe injury due to element performances 'going wrong' is very small in recreational gymnastics as the level of skills that are taught mean that it is very unlikely that recreational gymnasts would ever be performing a skill with the speed and height to create sufficient impact forces to result in severe damage.

Squad gymnasts as they advance are required to perform much harder and more dangerous skills.

Prevention/Minimisation:

- Gymnasts are taken through the correct progressions and can perform the pre-requisite skills prior to performing the skill being learned.
- Adequate matting is used.
- A large amount of repetition of the skill is done with assistance or spotting before the gymnast is allowed to attempt it unaided.
- The gymnast must consistently show appropriate technique and confidence performing the element with assistance or spotting before attempting the element unaided.
- All coaches involved in coaching somersaulting skills should have a full understanding of the inherent dangers to their gymnasts.
- Coaches must only work within their level of qualification unless supervised by a more senior coach who is qualified to the level of the skill being practiced.
- If a coach feels that he or she requires assistance, even though qualified to the level of the skill that is being practised, he or she must seek help.
- Coaches and gymnasts must not attempt anything that they are not comfortable with.
- Gymnasts are supervised when using the equipment.
- Gymnasts are made aware of the dangers.
- Gymnasts must not practice skills that carry risk when they are too tired or when they are unwell or injured in any way.

- Gymnasts returning to training after time off for any reason are re-introduced gradually, building up slowly and ensuring that fitness is regained before performing at the level at which they were previously working. These measures serve to minimise the general risk of injury due to element performances 'going wrong' but they cannot remove the risk altogether.

Risk: Overuse Injuries.

All gymnasts can suffer overuse injuries, particularly prior to competitions. These are rarely serious, but they do need time to heal. Overuse injuries can affect any part of the anatomy, but in girls and general gymnastics they most commonly occur in the lower extremities, like the knees, and ankles.

Prevention/Minimisation:

- Gymnasts are adequately warmed up each session.
- Gymnasts must show that they have the strength, flexibility, and fitness to perform the skill being learned.
- On recreational classes, the basic strengthening of vulnerable parts of the body is applied through the work on the Awards Schemes and other simple exercises that are performed as part of the warmup or during apparatus work.
- Overuse injuries are uncommon in recreational gymnastics because of the small amount of time that the gymnasts spend in the gym. However, these can affect their performance if they have been sustained because of other activities in which the gymnast participates more regularly.
- For those gymnasts participating for more than one hour per week, a conditioning program is followed as appropriate to the level and number of training hours of the gymnast. Lower Body workouts serve to strengthen the vulnerable parts of the body including stabilising joints by strengthening the muscle frameworks that support these joints. The program also includes exercises that promote gentle stretching of the muscles that are connected to the joints to maintain flexibility and full mobility as appropriate to gymnastics activity.
- Gymnasts are made aware of the dangers and the possible consequences of not regularly doing their conditioning and preparation properly.
- Gymnasts must build up their fitness through low-risk conditioning and preparation exercises to prepare their body for the demands that gymnastics will make upon it.
- Any discomfort reported by a gymnast during an activity is investigated and monitored accordingly. The activity may be ceased until the discomfort is resolved.
- Adequate matting is used and forgiving surfaces are used where appropriate, particularly when a great amount of repetition is required.
- Gymnasts are constantly reminded of the importance of correct landing techniques.

- Gymnasts must not continue training elements and in particular new elements when they are becoming fatigued. Coaches are aware of and understand the risks of training when tired and must recognise this before performance becomes impaired as such to present an additional risk of injury.

Risk: Permanent injury, minor or major.

Due to the speed of rotation, kinetic speed and height, any squad gymnast has the potential to be severely injured. There is always the danger of permanent injury. The types of injury that might be permanent are those to the neck and back that consequently affect the spinal cord. Another type of injury that could result in permanent damage is an injury to the head. The risk of permanent injury such that affects the spinal cord or permanent damage resulting from an injury to the head is very small in recreational gymnastics. The risk is slightly increased for squad gymnasts as they advance due to the speed, height, and difficulty of the skills that they may be performing.

Prevention/Minimisation:

- Gymnasts are taken through the correct progressions and can perform the pre-requisite skills prior to performing the skill being learned.
- Adequate matting is used.
- A large amount of repetition of the skill is done with assistance or spotting before the gymnast is allowed to attempt it unaided.
- The gymnast must consistently show appropriate technique and confidence performing the element with assistance or spotting before attempting the element unaided.
- All coaches involved in coaching somersaulting skills are qualified to at least Club Coach Level and understand the inherent dangers to their gymnasts.
- Coaches must only work within their level of qualification unless supervised by a more senior coach who is qualified to the level of the skill being practiced.
- If a coach feels that he or she requires assistance, even though qualified to the level of the skill that is being practised, he or she must seek help.
- Coaches and gymnasts must not attempt anything that they are not comfortable with.
- Gymnasts are supervised when using the equipment.
- Gymnasts are made aware of the dangers.
- Gymnasts returning to training after time off for any reason are re-introduced gradually, building up slowly and ensuring that fitness is regained before performing at the level at which they were previously working. These measures serve to minimise the general risk of permanent injury major or minor, but they cannot remove the risk altogether.

Risk: Risk of injury resulting from faulty equipment.

This is considered minimal at KD Gymnastics Club, but measures are still taken to further avoid the risk.

Prevention/Minimisation:

- The equipment checked regularly for wear and damage each session, the equipment is checked to ensure it is correctly and safely erected.
- It is the job and responsibility of the Club Coaches to erect and make safe the various items of equipment before it is used.
- Club Coaches know and understand the correct set up of equipment and are aware of the inherent dangers of faulty equipment or set ups.
- All the equipment used by KD Gymnastics Club is of a high standard and is regularly checked, thus minimising risk in this area.

Risk: General risk of injury resulting from trip hazards in the gymnasium.

Due to the nature of any gym layout, there is always the risk of users tripping or falling around or over gymnastics equipment.

Prevention/Minimisation:

- Coaches know and understand the correct set up of equipment and are aware of the inherent dangers of placing equipment thoughtlessly.
- Gymnasts and coaches move around the gym in a controlled manner, with running only as part of the training.
- Items of equipment that are not in use are at the side of the gym out of the working area.
- Items of equipment are placed tidily around the gym, with particular care taken regarding the placement of mats and items of equipment at floor level that are most likely to represent a trip hazard.
- Gymnasts are reminded regularly about the risk of tripping in the gymnasium.
- To avoid potential risk to non-members and the public, no non-members are allowed in the gymnasium during gymnastics training or set up of gymnastics equipment.

Summary of the risk assessment

The main identified risks are:

- Minor or Major sprains to joints from landing badly.
- Broken bones from falls from apparatus, such as to the wrists or arms.
- Overuse Injuries.
- Permanent injury, minor or major.
- General risk of injury including bruises, muscle strains, bad sprains, ligament damage and minor or major fractures due to element performance 'going wrong'.

- General risk of injury resulting from trip-hazards in the gymnasium. It is accepted and understood that the risks affecting Squad gymnasts are slightly but still significantly greater than the risks affecting recreational gymnasts.

The main risk areas are from inverted skills and the speed required to perform more advanced skills.

Accidents cannot themselves be completely avoided, though the risk of accidents occurring can be minimised through certain measures. The risk of injury occurring due to an accident can also be minimised through certain measures. Injuries that occur because of an element performance 'going wrong' are difficult to anticipate. The gymnast losing spatial orientation or scaring (bailing) out of a move can often cause an element performance to go wrong. In summary, these are the measures in place to ensure the minimisation of the risk of accidents and injury at KD Gymnastics Club:

- Ensuring gymnasts are adequately warmed up.
- Ensuring gymnasts are adequately supervised.
- Making gymnasts aware of the dangers.
- Ensuring that gymnasts are taught the correct landing technique from the very earliest stage of training.
- Ensuring that gymnasts are taught safe falling technique from the earliest stage of training.
- Ensuring that gymnasts do not use a piece of apparatus that is considered too high for their ability or relative height.
- Using adequate matting.
- Ensuring that gymnasts are taken through the correct progressions and can perform the pre-requisite skills prior to performing the skill being learned.
- Ensuring that a large amount of repetition of the skill is done with assistance or spotting before the gymnast is allowed to attempt it unaided.
- Ensuring that the gymnast consistently shows appropriate technique and confidence in performing the element with assistance or spotting before attempting the element unaided.
- Ensuring both coach AND gymnast agree when it is safe to attempt the skill with less assistance and finally none.
- Using adequate and appropriate spotting.
- Ensuring coaches are sufficiently qualified for the skills they are teaching.
- Ensuring coaches only work within their level of qualification unless supervised by a more senior coach who is qualified to the level of the skill being practiced.
- Ensuring coaches seek assistance when they need it.
- Ensuring coaches and gymnasts do not attempt anything that they are not comfortable with.
- Ensuring that conditioning and preparation is carried out as appropriate to the age, ability, and training hours of the gymnast in order to develop the strength and fitness required for the demands that gymnastics makes upon the body.

- Ensuring that gymnasts returning to training after time off for any reason are re-introduced gradually, building up slowly and ensuring that fitness is regained before performing at the level at which they were previously working.
- Ensuring gymnasts do not practice skills that carry risk when they are too tired or when they are unwell or injured in any way.
- Expecting and demanding a high level of discipline during training and classes.
- Expecting and demanding appropriate dress and compliance with the no tolerance policy on jewellery.

A long process is followed before a gymnast is allowed to perform skills unaided that carry a risk. For this reason, the dangers to gymnasts are minimised and safety remains high on the list of coach's priorities.

KD Gymnastics Club do not consider the level of sport at their facility is life threatening except where there may be a medical reason that coaches are not aware of. For this reason, parents have a legal obligation to ensure the coaches know of any such problem. KD Gymnastics Club are not responsible for any such problem.

If there is a medical problem that is aggravated by this sport, parents must advise KD Gymnastics Club staff and decide if the child should continue.

It is the parent's decision in such cases, not that of KD Gymnastics Club staff. KD Gymnastics Club does not accept responsibility for injuries that occur because of a gymnast acting contrary to instruction, whether direct or implied. This includes incidents when a gymnast has performed or attempted to perform a skill before instruction has been given or against the instructions of the coach. Gymnasts are all made aware of the gym rules and are constantly reminded of them. Gymnasts who are found to be breaking any rule may be excluded from the activity or dismissed from the class.

This document has not been prepared to alarm parents or coaches but is a requirement of Health and Safety rules and regulations. The risk assessment and its summary are regularly checked to ensure it is correct and complete. It is also checked by other members of the KD Gymnastics Club Team. Any input into this document is checked and agreed by the undersigned.

Tony Horne (Director of Gymnastics and Coaching)

Adopted 01/09/2011 KD Gymnastics Club Last updated 25 May 2023

Risk Assessment for Parents, Non-participating children and Members of the general public

This risk assessment applies to the actions of parents, non-participating children, and members of the public with regard to KD Gymnastics Club at KD Gymnastic Centre. KD Gymnastics Club run classes and training sessions at Unit D Hambridge Road Newbury Berkshire.

The training sessions and classes are run on the Gymnasium floor and at podium level. Risk can occur if members of the public, parents, and non-participating children enter the gym during training.

These risks are:

- Injury to the parent, non-participating child, or member of the public due to inadequate awareness of the safety issues in the gym.
- Injury to the gymnasts because of distraction or inappropriate conduct of the parent, non-participating child, or member of the public.
- Damage to the equipment.
- Violation of our child protection policy.

Prevention/Minimisation:

- No unauthorised person may enter the parts of the hall being used for gymnastics during training, classes or during rigging, de-rigging of the equipment.
- Parents may not enter the gymnastics training area during training unless expressly invited or in the event of an emergency.
- Non-participating gymnasts may not enter the gymnastics training area at any time whatsoever.
- Parents wishing to speak to a coach must do so by the **reception** and at times when the coach is not involved in teaching a class.
- Parents are prohibited from trying to attract the attention of gymnasts or coaches during the class unless it is a genuine emergency.
- During events when spectators attend, a specified spectator's area is designated, and all spectators must stay in this area and not enter the gymnastics performing area (arena) unless in the event of an emergency. These measures are made clear through the relevant codes of conduct published by the Club. KD Gymnastics Club do not accept responsibility for injuries that occur because of a parent, sibling, or member of the general public acting contrary to instructions, whether direct or implied.

In the event of an incident occurring under these circumstances where a gymnast in the care of KD Gymnastics Club or a coach is injured, the person who acted contrary to instructions will be held fully responsible.

This document has not been prepared to alarm parents or coaches but is a requirement of Health and Safety rules and regulations. The risk assessment and its summary are regularly checked to ensure it is correct and complete. It is also checked by other members of the KD Gymnastics Club Team, input into this document is checked and agreed by the undersigned.

Risk Assessment for Participation on Gymnastics.

SUMMARY

This risk assessment applies to participation in gymnastics at recreational (general) and squad competitive level, unless stated otherwise herein. KD Gymnastics Club run classes and training sessions at Unit D Hambridge Road Newbury Berkshire. The training sessions and classes are run on the Gymnasium floor and at podium level.

Equipment is checked regularly for wear and damage each session; the equipment is checked to ensure it is correctly and safely erected. Documented equipment checks are carried out regularly with any defects being rectified within a reasonable timeframe. Equipment deemed unsafe for use is taken out of use until it is repaired to full working order.

It is the job and responsibility of the Club Coaches to erect and make safe the various items of equipment before it is used. Club Coaches know and understand the correct set up of equipment and are aware of the inherent dangers of faulty equipment or set ups.

The risk of injury caused by faulty equipment is therefore minimised to almost none by this process. Recreational gymnastics is not considered to pose a particular risk, except in the case that the gymnasts are unsupervised. KD Gymnastics Club maintain a sensible coach to gymnast ratio and this ratio is less in terms of gymnasts for younger children.

Gymnasts are not allowed to use the equipment if a qualified coach does not supervise them. If this rule is broken, the club reserve the right to exclude the gymnast from training. This rule is consistently re-enforced and made known to all gymnasts throughout all sessions.

Older recreational gymnasts and those who are involved in competitive training are at certain risk when they start performing inverted skills such as backflips, somersaults and dismounts from the beam and bars. These skills are first learnt using foam safety mats that are at least 30cm thick with adequate landing matting beneath and with coach support. The coach must make the decision about when it is considered safe for the gymnast to attempt the move without assistance. At this stage, it is more likely for gymnasts to make a mistake and for this reason, adequate matting should continue to be used.

Risks associated with participation in gymnastics and the measures taken in the prevention/minimisation of these risks are described below.

Summary of the risk assessment:

Below is a summary of the detailed risk assessment. The full risk assessment is available on request.

The main identified risks are:

- Minor or Major sprains to joints from landing badly.
- Broken bones from falls from apparatus, such as to the wrists or arms.
- Overuse Injuries.
- Permanent injury, minor or major.
- General risk of injury including bruises, muscle strains, bad sprains, ligament damage and minor or major fractures due to element performance 'going wrong'.

It is accepted and understood that the risks affecting competitive gymnasts are slightly but still significantly greater than the risks affecting recreational gymnasts. The main risk areas are from inverted skills and the speed required to perform more advanced skills.

Accidents cannot themselves be completely avoided, though the risk of accidents occurring can be minimised through certain measures. The risk of injury occurring due to an accident can also be minimised through certain measures. Injuries that occur because of an element performance 'going wrong' are difficult to anticipate. The gymnast losing spatial orientation or scaring (bailing) out of a move can often cause an element performance to go wrong.

In summary, these are the measures in place to ensure the minimisation of the risk of accidents and injury at KD Gymnastics Club:

- Ensuring gymnasts are adequately warmed up.
- Ensuring gymnasts are adequately supervised.
- Making gymnasts aware of the dangers.
- Ensuring that gymnasts are taught the correct landing technique from the very earliest stage of training.
- Ensuring that gymnasts are taught safe falling technique from the earliest stage of training.
- Ensuring that gymnasts do not use a piece of apparatus that is considered too high for their ability or relative height.
- Using adequate matting.
- Ensuring that gymnasts are taken through the correct progressions and can perform the pre-requisite skills prior to performing the skill being learned.
- Ensuring that a large amount of repetition of the skill is done with assistance or spotting before the gymnast is allowed to attempt it unaided.
- Ensuring that the gymnast consistently shows appropriate technique and confidence in performing the element with assistance or spotting before attempting the element unaided.

- Ensuring both coach AND gymnast agree when it is safe to attempt the skill with less assistance and finally unaided.
- Using adequate and appropriate spotting techniques.
- Ensuring coaches are sufficiently qualified for the skills they are teaching.
- Ensuring coaches only work within their level of qualification unless supervised by a more senior coach who is qualified to the level of the skill being practiced.
- Ensuring coaches seek assistance when they need it.
- Ensuring coaches and gymnasts do not attempt anything that they are not comfortable with.
- Ensuring that conditioning and preparation is carried out as appropriate to the age, ability and training hours of the gymnast in order to develop the strength and fitness required for the demands that gymnastics makes upon the body.
- Ensuring that gymnasts returning to training after time off for any reason are re-introduced gradually, building up slowly and ensuring that fitness is regained before performing at the level at which they were previously working.
- Ensuring gymnasts do not practice skills that carry risk when they are too tired or when they are unwell or injured in any way.
- Expecting and demanding a high level of discipline during training and classes.
- Expecting and demanding appropriate dress and compliance with the policy on jewellery.

A long process is followed before a gymnast is allowed to perform skills unaided that carry a risk. For this reason, the dangers to gymnasts are minimised and safety remains high on the list of the coaches' priorities.

KD Gymnastics Club do not consider that the level of sport at their club is life threatening except where there may be a medical reason that coaches are not aware of. For this reason, parents have a legal obligation to ensure the coach know of any such problem.

KD Gymnastics Club is not responsible for any such problem. If there is a medical problem that is aggravated by this sport, parents must advise KD Gymnastics Club staff and decide if the child should continue. It is the parent's decision in such cases, not that of KD Gymnastics Club staff.

KD Gymnastics Club do not accept responsibility for injuries that occur because of a gymnast acting contrary to instruction, whether direct or implied. This includes incidents when a gymnast has performed or attempted to perform a skill before instruction has been given or against the instructions of the coach. Gymnasts are all made aware of the gym rules and are constantly reminded of them. Gymnasts who are found to be breaking any rule may be excluded from the activity or dismissed from the class.

This document has not been prepared to alarm parents or coaches but is a requirement of Health and Safety rules and regulations. The risk assessment and its summary are regularly checked to ensure it is correct and complete. It is also checked other members of the KD Gymnastics Club Team.

Any input into this document is checked and agreed by the undersigned.

Tony Horne (Director of Gymnastics and Coaching)
Adopted 01/09/2011 KD Gymnastics Club Last updated 25 May 2023

K.D. Gymnastics Centre Health & Safety Policy

Health and Safety Policy Safety of Gymnasts, Coaches and Members of the Public at KD Gymnastics Centre.

The implications of this policy are effective immediately.

Gymnasts should not enter the gymnastics training area until all large equipment including bars, beams and vaults are securely in place. Gymnasts should be supervised during the moving of gymnastics equipment and apparatus
Gymnasts are only to be involved in the following activities.

Moving of small items of equipment:

Gymnasts of an appropriate age and size who have been properly instructed and are supervised may move the following:

- Floor level beams (at least 2 people)
- Box tops (at least 2 people)
- Springboards (at least 2 people)
- Safety mats/coaching blocks
- Small landing modules (2m by 3m size) (at least 2 people)
- Trampoline (at least 2 people)
- Junior equipment including soft play items and remedial equipment kept.

Floor area Gymnasts may clear the floor area of small items of equipment that has been used during the session.

The moving and replacing of individual floor mats should be carried out only as follows:

- Gymnasts may turn, roll, and unroll mats under supervision.
- Beams may not be moved by gymnasts or helpers under the age of 18.
- Vaulting horses may not be moved by gymnasts or helpers under the age of 18.

- Asymmetric Bars may not be erected dismantled or moved by gymnasts or helpers under the age of 18. Before the second (bottom) bar is removed, all gymnasts must be a safe distance away from the bars by being on the floor area or outside the training area.

Adopted 01/09/2011 by KD Gymnastics Club Last updated 25 May 2023.

Gymnast Safety during Training

Condition and arrangement of equipment:

Coaches and gymnasts should ensure that sufficient and appropriate matting is provided for the activities of the gymnasts under their control. Coaches should check the equipment for safety prior to starting, **regardless of whether another group of gymnasts has already been performing on the same equipment.**

Safety matting should not be removed from set-ups where gymnasts are working without prior consent from the coach in control of the gymnasts working on that apparatus. New set ups (those not previously used in our gym) must be agreed safe by the coach intending to use the set up and the Director of Gymnastics and Coaching.

Gymnasts must practice only the skills that they have been instructed to on the set up provided. If gymnasts require a different set up, they must ask the coach to help them to set this up. Coaching and Supervision Gymnasts should be always supervised whilst using the apparatus.

A Level 2 (or above) Coach to gymnast ratio of 1:16 must not be exceeded. For each Assistant Coach and additional 8 gymnasts are allowed. Coaches should ensure that they place themselves in a position that allows them to view all the gymnasts under their control.

A Gymnastics class or training session cannot take place/continue unless a fully qualified Coach is present (Level 2 or above in the appropriate discipline). Gymnasts should not perform new skills on apparatus including the Floor and tumble without close supervision and/or spotting or without the appropriate preparation having been given prior to the attempt. Gymnasts may not use the Trampoline for somersault practice without a coach to spot them on landing. Both gymnast and coach must be clear on which skill is being performed particularly in the case that the coach is required to spot or support the skill.

Coaches should be aware that coaching a complete move where the full weight of the gymnast is taken by the coach during the move is not always the best practice for gymnast or coach. Coaches should be prepared to move the gymnast back to a previous preparation if full support is consistently being required.

As part of our child protection policy, coaches are not permitted to accompany individual Gymnasts to the toilet or changing facilities at KD Gymnastic Centre. KD Gymnastics Club cannot take responsibility events that may occur in the toilet or

changing facilities at the KD Gymnastic Centre when children leave the gym to use them, however, if a gymnast is gone for a length of time that is a cause for concern, an older gymnast may be sent to check on him/her or two coaches may attend the facility together.

Behaviour of Gymnasts

Gymnasts must adhere to the Club rules and policies regarding their dress and conduct.

Gymnasts must not be allowed to run in the gym except as instructed as part of their training.

Gymnasts must not walk across any landing areas when the associated equipment is in use. This includes bars and beam landing areas. Gymnasts must not use any equipment without the express permission of a coach who agrees to supervise them.

Gymnasts should not indulge in rowdy or distracting behaviour. Gymnasts should not use the equipment for anything other than what the coach has instructed or their program dictates. Gymnasts should not perform skills whilst eating or drinking. Coaches are expected to take reasonable steps to ensure the behaviour of gymnasts is kept within the following guidelines by pointing out and identifying risks and reprimanding any unacceptable behaviour.

Health of Gymnasts

It is the parents and gymnasts' responsibility to alert the coaches to any injuries or illnesses that may affect their training. If a gymnast is showing signs of illness or complains of an injury, they should stop training until the coach is satisfied that it is safe for them to continue.

Gymnasts should not train when they are in pain or feel unwell, particularly in the case of: - Pain in the torso - Nausea or feeling sick - Breathing problems such as an asthma attack. In the case of an injury occurring in the gym, the appropriate guidelines for treatment and reporting must be followed carefully.

Any signs of illness or reported injury during training should be recorded in the Clubs incident book and include the outcome (eg gymnast felt unwell and sat out during one activity but then felt better and joined in with the rest of the class).

Gymnasts should be encouraged to drink regularly and often. The best way to ensure this is to send them to have drink before each time you move to another piece of apparatus or begin a new activity. Gymnasts are mostly children who do not understand unless we teach them the possible implications that certain activities may have on their immediate and future health.

It is our responsibility as coaches and parents to ensure that these children are given correct and sound instruction that will more likely result in a more perfect physical and psychological outcome than if they had not taken part in gymnastics, rather than the other way around.

Training and rehabilitation of injured gymnasts

In the case that a gymnast has sustained a serious* injury, either in or outside of the gym, the proper procedures must be followed regarding his/her return to training. Depending on the severity and location of the injury, it may be possible for the gymnast to continue with some aspects of their training (e.g., conditioning other parts of the body) during the healing stage. Express written permission and the advice of a medical or health professional should be sought before the gymnast re-commences training of any kind.

A full risk assessment must be carried out which should be read, understood, and signed by all parties, including the gymnast, coaches and parents. This risk assessment can be updated as the gymnast progresses with his/her recovery. Coaches, parents, and the gymnast are required to adhere to the conditions and guidelines set out in the risk assessment. The gymnast and his/her parents are responsible for ensuring the any physiotherapy appointments are kept and that any advice / exercise programs for rehabilitation are followed and where necessary communicated to the coach. Resumption of full training may only occur with the express written consent of a physiotherapist or consultant who has been dealing with the gymnast's injury and after.

Adopted 01/09/2011 KD Gymnastics Club Last updated 25 May 2023

A full physical assessment has been conducted by the Clubs Director of Gymnastics and Coaching. Re-introduction to full training should and must be gradual, with the gymnast beginning on the basic elements before progressing to the stage at which he/she had reached prior to injury. *Serious injury refers to: broken bones, ligaments or tendons or high-grade sprains.

Risk assessment for Participation in Gymnastics

A full risk assessment has been carried out on the risks involved in participation in Gymnastics at KD Gymnastics Club. All coaches are supplied with a full copy of this risk assessment and must adhere to the measures of prevention/minimisation set out therein. A summary of the risk assessment is available to all members and parents on the club website and a full copy can also be viewed on request.

Safety of Coaches at KD Gymnastics Club. Risk Assessment

All Coaches and assistants are required to read the risk assessment which outlines the do's and don'ts with regard to their own physical safety. This risk assessment can be tailored for an individual where necessary, but the basics remain the same. Responsibility to self and others, Coaches are responsible for their own safety with

regard to safe conduct and practice in the gym. Coaches also have a responsibility toward each other and to all gymnasts and members in the gym. To promote the safety of the gymnasts themselves and to uphold the values of the club, Coaches should abide by the code of conduct for coaches and officials.

Safe Coaching Practice

To ensure that gymnasts at KD benefit from the highest possible care in their gymnastics training, coaches should apply their coach training when working with gymnasts. In addition to this, the club has many guidelines and information documents that can be accessed to help coaches ensure the safety of gymnasts and prevent injury.

Keeping up to date coaches at KD Gymnastics Club are required to maintain their coaching qualification by updating as and when required by the Director of coaching. This is a requirement to ensure that coaches keep abreast of current coaching practice and any new developments within the sport. It is essential that if coaches do not actively keep up to date with the current trends and safety advice, that they listen and respect those who do.

Safety of other members of the public in relation to KD Gymnastics Club

Entering the Gymnasium.

No members of the public should enter the gymnastics area during a gymnastics training unless invited.

Should parents or members of the public wish to speak to a coach or gymnast, they may not come into the training area to do so. Parents and other members of the public may only speak to the coaches outside the Gymnasium, by the entrance or by approaching the desk before or after a training session.

These restrictions are to be made clear using signs on the doors and in the relevant Codes of Conduct which are presented to members/parents on registration, available on the website and/or displayed on the Clubs Notice board.

Risk Assessments Risk assessments have been carried out with regard the activities of KD Gymnastics Club at KD Gymnastic Centre. These risk assessments are available for staff, parents, gymnasts, and members of the public to view.

- Risk assessment for Participation in Gymnastics.
- Risk assessment for Coaching Gymnastics
- Risk assessment for Parents / Siblings and Members of the General Public.

Adopted 01/09/2011 by KD Gymnastics Centre
Last updated 23 May 2023