



Olympus Gymnastics Club Ltd.

## MEMBERS HANDBOOK

### Contact Details

The main contact point for the club is:

Unit 5 and 6, Miners Rd, Llay Industrial Estate, Llay, Wrexham, LL120PJ

Telephone: 01978-447600 or 07840119989

Email: [olympusgymnastics2010@gmail.com](mailto:olympusgymnastics2010@gmail.com)

Website: [www.olympusgymnasticsclub.co.uk](http://www.olympusgymnasticsclub.co.uk)

Facebook: Olympus Gymnastics Club Ltd.

Twitter: @OlympusGymClub

## **About the Club**

Olympus Gymnastics Club was founded in 2012 by Julie Edwards based in local sports centres and moving into the current facility in 2013. Olympus Gymnastics Club is affiliated to British Gymnastics and Welsh Gymnastics. In December 2015 the club formalised their legal and management structure to become a Limited Company by Guarantee (not for profit) with 4 Directors.

Olympus Gymnastics Club (OGC) Ltd. specialise in Women's Artistic, Men's Artistic and General Gymnastics, Preschool, Adult and Disability Gymnastics .

The club has adopted British Gymnastics Policies relating to Ethics and Welfare, Safeguarding and Protection Children and Equality. OGC Ltd and all gymnasts, coaches, judges and helpers are registered and insured with British Gymnastics and Welsh Gymnastics. Most of the coaches, judges and helpers work for the club on a voluntary basis.

## **Aims and Objectives**

OGC Ltd. provide recreational and competitive level gymnastics and other physical activity opportunities for all age groups and our aims are set out below:

- To provide facilities for and encourage participation in gymnastics and other physical activities
- To educate members and their families about the importance of physical activity, health and healthy eating.
- To provide facilities for and encourage participation in gymnastics and other physical activities
- To help children and young people develop the physical literacy, confidence, self-discipline and social skills that can be transferred into everyday life.
- To introduce children and young people to gymnastics as an enjoyable physical activity
- To offer an inclusive environment for all gymnasts
- To provide volunteering opportunities for those with an interest in physical activity

Through our gymnastics classes we aim to develop balance, co-ordination, strength and flexibility which will benefit children and young people whether they continue in the sport of gymnastics or wish to take up an alternative sport.

## **Management of OGC Ltd.**

The club is run by 4 Directors Julie and Paul Edwards, Michelle Lewis and Marco Abbiati. If you have any queries regarding the club please feel free to approach either Julie or Paul at the end of your gymnasts session.

OGC Ltd. are always on the look-out for new volunteers! If you feel that you can help in any way please have a chat with either Julie or Paul.

### **Fundraising Working Group**

OGC Ltd. have a fundraising working group in place and are always open to new suggestions to help raise funds for the club. If you would like to help with our fundraising, please attend one of our fundraising meetings. Meeting dates are available on the club notice boards.

## **Safeguarding and Welfare**

OGC Ltd. strive to offer high quality, enjoyable and safe activities for everyone. Therefore, all sessions are led by fully qualified coaches. All of our Gymnastics coaches are qualified through British Gymnastics coaching framework and have completed a DBS check and attended Safeguarding and Protecting Children Training as a requirement of their insurance and code of conduct with Welsh and British Gymnastics.

Our Clubs Welfare Officers all receive comprehensive training from Welsh and British Gymnastics and complete an enhanced DBS check.

All issues raised with OGC Ltd Welfare Officer will be dealt with in the appropriate manner - as laid out in the club's Complaint and Grievance Procedure Policy. All accidents or incidents will be recorded by the club and reported through the correct channels.

Regular Health and Safety checks are carried out by OGC Ltd. and recorded accordingly.

## **Club Kit**

We have affordable OGC branded clothing available to all of our members. Please visit our online shop [www.sional.co.uk](http://www.sional.co.uk) and find us in the Club Shop section.

SQUAD ONLY - OGC Ltd. Official leotards, accessories and gym wear can be purchased at a discounted rate from Elite Gymwear [www.elitegymwear.co.uk/olympus](http://www.elitegymwear.co.uk/olympus) just enter the discount code: OLY67.

## Volunteering Opportunities

OGC Ltd. always welcomes any new volunteers aged 13 year and upwards. If you have administration, business or coaching skills and think that you could make a valuable contribution to the club please just ask Julie and Paul to see how you could get involved. However, OGC Ltd. also welcome individuals who feel that they would like to develop new skills or update old ones – everyone is welcome. OGC Ltd. offer the following volunteering roles and will provide any relevant training for committed individuals:

- Volunteer Gymnastics Helper
- Volunteer Gymnastics Coach
- Volunteer Office Assistant
- Volunteer Fundraiser (No DBS needed)

Please note that all volunteers will be subject to an Enhanced Criminal Records Bureau check.

## Why Volunteer?

Whilst you'll want to make a real difference when you volunteer, it's not just about what you can do for others. Volunteers get a lot out of the experience too. OGC Ltd. believe that good volunteering is rewarding for everyone involved.

Here are some of the things that volunteering can do for you:

- **Give your CV a boost** – In a recent survey of some of the UK's leading businesses, 73%\* said they would employ someone who has volunteered above someone who hasn't
- **Get back into work** - It's a great way to get a reference and fill gaps in your work experience.
- **Feel Good** - Volunteering does wonders for your mind, body and spirit. Especially if you're feeling isolated or out on a limb after a big change, like a redundancy, say, or change of relationship.
- **Improve your confidence** – You'll learn and do things that you might not normally get the chance to - this can be a real confidence boost.
- **Improve your health** - While you're busy giving back to your community you could also be getting healthier! Research has found that volunteering can do everything from helping you to sleep better to boosting your immune system.
- **Meet new people** – you'll probably meet people from different cultures and backgrounds that you might not normally. Volunteering with people who are as passionate about a cause as you are is a great way to meet like-minded people.

## Recreational Gymnastics

OGC Ltd. independent recreational gymnastics sessions are designed for children aged 3 years upwards and provide a safe, fun introduction to gymnastics. OGC Ltd. follow the Welsh Gymnastics A-Z Awards and British Gymnastics Proficiency Award Schemes which gives the gymnasts the opportunity to work towards certificates and badges.

Recreational session – 1 hour per week

These sessions aim to develop the gymnast's physical literacy skills through gymnastics and improve their strength, flexibility, co-ordination and fitness, basic skills using an array of equipment at OGC Ltd.

Recreational session – 2 hours per week

These sessions are progression classes for gymnasts who have achieved the skills, strength, flexibility and demonstrated that they are ready to learn more.

## Costs

1 hour per week - £22.00 per month

2 hours per week - £32.00 per month

- Fees should be paid by 7<sup>th</sup> of every month. Late fees will incur a £5 late charge which will be added to monthly fees.
- Failure to pay one month's fee will result in the gymnast losing their place within the class.
- In accepting a place in the club gymnastics classes you are committed to one whole month.
- Olympus Gymnastics Club does not offer refunds, make up or additional classes which have been missed.
- We do stay open over the Summer holidays. If you decide to go away during the summer holidays you must still pay fees in order to keep your child's place open, failure to keep up with payments will mean your child will lose their place in there session.
- Fees are calculated on a 48 week year and are divided over a 12 month period. Therefore the club can cancel up to 4 sessions per year without offering a replacement session.
- If you chose to leave before the end of the month Olympus Gymnastics Club Ltd. will not refund your fees.
- OGC Ltd. aim to keep the cost of classes as low as possible, bad debtors' cost the club money. However if you have an issue paying please contact the Club Manager who will endeavour to help you.

## Membership Fees

Every recreational member pays an annual Club membership fee £12.00

This fee is payable every October.

## Insurance

Welsh and British Gymnastics insurance is required each year for all members that participate in gymnastics. The insurance is purchased through the club and is payable by the members third session. This must be paid by 1<sup>st</sup> October every year. You will then be asked to complete the process by submitting your information online to British Gymnastics.

Recreational members pay an annual BG/WG insurance fee of £17.00 (to the club)

Without Insurance, a member will be refused to participate in any session carried out by OGC Ltd. (Variable depending on level) Recreational gymnasts **may** be invited to enter competitions. This should be regarded as a privilege. If they have been entered then children need to attend training and should attend the competition unless they are ill or on holiday. If your child does not want to enter the competition that is no problem but please let us know as soon as possible.

- British Gymnastics / Welsh Gymnastics membership is compulsory and is non-refundable.

Although it is not compulsory to enter the club competition, we feel that competition is 'healthy' and we would encourage all members to take part in club events.

The club competition is designed to be a fun and friendly event for all who take part.

## Clothing/Attire

All recreational gymnasts must attend session appropriately dressed for health and safety reasons.

- Food and drink is not allowed in the gym at any time.
- No shoes to be worn inside the gym – please leave shoes in the boxes provided for belongings.
- Gymnasts who have long hair must have their hair tied back prior to their class commencing.
- Gymnasts must be suitably dressed at all times – leotards, shorts, t-shirts (with no zips or buttons).
- No jewellery, watches, piercings to be worn in the gym – wearing these will invalidate personal insurance.
- Olympus Gymnastics Club Ltd. will not take responsibility for any lost or stolen items.
- Any items left on the premises will be put in the lost property bins; these will be cleared out once a month.

## Pre-School Classes

OGC Ltd. offers an expanding programme of pre-school activities during the week. OGC currently offers

- Structured pre-school classes – aged 2-4 (Children must be accompanied by their parents at all times during this session)

45 minutes per week - £20.00 per month

- Fees should be paid by 7<sup>th</sup> of every month. Late fees will incur a £5 late charge which will be added to monthly fees.
- Failure to pay one month's fee will result in the gymnast losing their place within the class.
- In accepting a place in the club gymnastics classes you are committed to one whole month.
- Olympus Gymnastics Club does not offer refunds, make up or additional classes which have been missed.
- We do stay open over the Summer holidays. If you decide to go away during the summer holidays you must still pay fees in order to keep your child's place open, failure to keep up with payments will mean your child will lose their place in there session.
- Fees are calculated on a 48 week year and are divided over a 12 month period. Therefore the club can cancel up to 4 sessions per year without offering a replacement session.
- If you chose to leave before the end of the month Olympus Gymnastics Club Ltd. will not refund your fees.
- OGC Ltd. aim to keep the cost of classes as low as possible, bad debtors' cost the club money. However if you have an issue paying please contact the Club Manager who will endeavour to help you.
- 

## Membership Fees

Every pre-school member pays an annual Club membership fee £12.00

This fee is payable every October.

## Insurance

Welsh and British Gymnastics insurance is required each year for all members that participate in gymnastics. The insurance is purchased through the club and is payable by the members third session. This must be paid by 1st October every year. You will then be asked to complete the process by submitting your information online to British Gymnastics.

Pre-school members pay an annual BG/WG insurance fee of £11.00 (to the club)

- British Gymnastics / Welsh Gymnastics membership is compulsory and is non-refundable.

- **Clothing/Attire**

All pre-school gymnasts must attend session appropriately dressed for health and safety reasons.

- Food and drink is not allowed in the gym at any time.
- No shoes to be worn inside the gym – please leave shoes in the boxes provided for belongings.
- Gymnasts who have long hair must have their hair tied back prior to their class commencing.
- Gymnasts must be suitably dressed at all times – leotards, shorts, t-shirts (with no zips or buttons).
- No jewellery, watches, piercings to be worn in the gym – wearing these will invalidate personal insurance.
- Olympus Gymnastics Club will not take responsibility for any lost or stolen items.
- Any items left on the premises will be put in the lost property bins; these will be cleared out once a month.

### **Fun Sessions / Holiday Activities**

The social aspects of our members are important. OGC Ltd run a range of fun sessions on weekends and during school holidays, e.g. craft sessions, fun gymnastics sessions, hula hooping and sleepovers. Please check our website or Facebook page for up to date activities.

### **Birthday Parties!**

Let our qualified gymnastics coaches entertain your children with gymnastics and games in the gym for 60 minutes for a fun-filled birthday party with a difference! Parties include 60 minutes in the gym followed by 30 minutes for food and drink and party games (which parents must provide) in our separate party room. An additional 15 minutes is allowed for cleaning up/dispersal of the children etc.

Our parties are for a maximum of 20 children (suitable for ages 5 and upwards) and can be booked on most Saturday afternoons and Sundays\* subject to availability.

### **Cost**

£120 (£60 non refundable deposit is required at the time of booking)

Please contact the gym to check availability and book your child's party today.

## **Competitive Squad**

If a gymnast in a beginner's sessions demonstrates the required characteristics they may be invited to either join OGC Ltd. competitive squad (dependant on age).

This selection will usually take place at the age of 5 or 6 – although in some cases children may be older. This selection may be through regular coach observation or a trial. Only a small proportion of recreational gymnasts will demonstrate the necessary physical and mental attributes to be a competitive gymnast.

## **Recreational Assessment Programme**

The aim of the programme is to give recreational gymnasts the opportunity to gain experience from working alongside our Squad Gymnasts and Coaches. It will also give a Coach time to assess how a child copes with increased hours and the intense training sessions. This group is by invitation only as a higher level of commitment and effort will be required.

## **Competitive Womens' and Mens' Artistic Gymnastics**

OGC Ltd. competitive gymnastics sessions are by invitation only. OGC Ltd. regularly monitor the gymnasts in our recreational classes and will approach the parents of children who we feel have the physical and psychological attributes necessary to take part in competitive gymnastics and invite the children for a trial.

OGC Ltd. offer competitive opportunities for both males and females and currently have 6 gymnastics in Welsh squads.

All squad gymnasts are expected to maintain a skill and conditioning level which is appropriate to their level. In addition, regular attendance is essential both parents and gymnasts should be aware that if attendance is poor or attitude to training is poor then it may affect the competitions in which they will be entered.

Competitive Squad gymnasts will be eligible to be selected for regional and national competitions and regional/national squad trials which are appropriate to the gymnast's level. Personal coaches will select gymnasts based on the requirements laid out in the relevant trial criteria's.

Gymnasts are regularly tested by competitions and grading events. If gymnasts are not able to perform the required skills then they will not be entered for competition. OGC Ltd. believe that the happiness and welfare of children is paramount and we will not push gymnasts to a level which is perceived to be beyond their reach or something that the children do not want. OGC Ltd. will also not enter children for a competition or grading if we believe they will fail – OGC Ltd. feel that this is not fair to gymnasts.

If you wish to discuss the progress of your child please make an appointment to speak to your gymnast's personal coach.

## Cost

£50-£92 per month depending upon hours and Choreography.

- Fees should be paid by 7<sup>th</sup> of every month. Late fees will incur a £5 late charge which will be added to monthly fees.
- Failure to pay one month's fee will result in the gymnast losing their place within the class.
- In accepting a place in the club gymnastics classes you are committed to one whole month.
- Olympus Gymnastics Club does not offer refunds, make up or additional classes which have been missed.
- We do stay open over the Summer holidays. If you decide to go away during the summer holidays you must still pay fees in order to keep your child's place open, failure to keep up with payments will mean your child will lose their place in there session.
- Fees are calculated on a 48 week year and are divided over a 12 month period. Therefore the club can cancel up to 4 sessions per year without offering a replacement session.
- If you chose to leave before the end of the month Olympus Gymnastics Club Ltd. will not refund your fees.
- OGC Ltd. aim to keep the cost of classes as low as possible, bad debtors' cost the club money. However if you have an issue paying please contact the Club Manager who will endeavour to help you.

## Membership Fees

Every competitive member pays an annual Club membership fee £20.00

This fee is payable every October.

## Insurance

Welsh and British Gymnastics insurance is required each year for all members that participate in gymnastics. The insurance is purchased through the club and is payable by the members third session. This must be paid by 1<sup>st</sup> October every year. You will then be asked to complete the process by submitting your information online to British Gymnastics.

Competitive members pay an annual BG/WG insurance fee of 41.00 \*Silver Competitive\* (to the club)

Without Insurance, a member will be refused to participate in any session carried out by OGC Ltd. (Variable depending on level) Competitive gymnasts **are expected** to enter specific competitions identified by your gymnasts coach. This should be regarded as a privilege. If they have been entered then gymnasts need to attend training and should attend the competition unless they are ill or on holiday.

- British Gymnastics / Welsh Gymnastics membership is compulsory and is non refundable.

### **Clothing/Attire**

All competitive gymnasts must attend session wearing a leotard of their choice dressed for health and safety reasons.

Female Gymnasts will train in a leotard and must bring a gym bag that includes:

- Water
- Healthy snack
- Wrist Bands
- Handguards
- Gloves and Loops
- Chalk
- Bobbles
- Socks

Male Gymnasts will train in a leotard and shorts and must bring a gym bag that includes:

- Water
- Healthy snack
- Wrist Bands
- Handguards
- Gloves and Loops
- Chalk
- Socks
- Longs

### **Gym Rules**

- Food and drink is not allowed in the gym at any time. No shoes to be worn inside the gym – please leave shoes in the boxes provided for belongings.
- Gymnasts who have long hair must have their hair tied back prior to their class commencing.
- Gymnasts must be suitably dressed at all times – leotards, shorts, t-shirts (with no zips or buttons).
- No jewellery, watches, piercings to be worn in the gym – wearing these will invalidate personal insurance.
- Olympus Gymnastics Club Ltd. will not take responsibility for any lost or stolen items.
- Any items left on the premises will be put in the lost property bins; these will be cleared out once a month.

## **Membership Cancellation**

If your child no longer requires their place at OGC Ltd. you must notify us before the 1st of the month otherwise, you will be charged for the month. If you pay online, it is your responsibility to cancel your payments. If you chose to leave before the end of the month Olympus Gymnastics Club Ltd. will not refund your fees.

## **Cancellation of classes**

There will be times that we will have to cancel a class, we will try and give you as much notice as possible. If a class is cancelled, we will try and accommodate an alternative day.

## **Severe Weather Procedures**

Classes will be cancelled in severe weather conditions and there will be no replacement classes offered.

## **First Aid**

The club is not allowed to provide plasters or medicine / tablets for children. Please can you ensure that children have a plaster covering any cuts before they come to gym.

## **Personal details**

If a child's address / contact details change please inform reception asap.

Our privacy policy is available on our website.

## **Booking In at every session**

All members must book in prior to their session starting with their parent /guardian.

Members should arrive 5 minutes prior to the class starting.

## Keeping up-to-date with what's going on

We have several methods of communicating with members.

Email - OGC Ltd. operate an email service to all members to inform them of current events and important information, it is very important that you provide the club with an email address and notify reception of any changes to your contact details.

Letters – these will be handed out for most major events so please check with your child in case they have left letters in the changing rooms. Extra copies of letters are usually left on the reception counter ledge for you to pick up. Similarly, leaflets advertising new classes / holiday activities are placed on the reception counter ledge for you to have a look at.

Notice Board– All important information will be detailed on a poster on the notice board so please make sure you come into the gym and take a peak when you pick up and drop off your child.

Facebook – the FB page is updated daily so we ask that all of our members join the Olympus Gymnastics Club Ltd for member updates.

Twitter – @OlympusGymClub for daily updates and information.

Club Website – the club website is usually updated on a monthly basis so is not the best place to access day to day information for members! We advise that you use the FB page instead.

Parents –Please can we ask the following:

- Please do not enter the gym– this is for safeguarding reasons.
- Please do not block the stairway to the upstairs area.
- Please come to the gym door to drop and pick your child up from – please do not just drop your child in the car park.
- Please read or take a photo of our notice boards for any important information.
- If you would like to discuss your child's progress within the club, please email us and we can arrange a convenient time for both yourselves and relevant coaches.