

Okehampton Flyers Gym, Trampoline & DMT Club



**Okehampton Flyers
Gym, Trampoline
& DMT Club**

Members Handbook

Okehampton Flyers Gym, Trampoline & DMT Club

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Okehampton Flyers Gym, Trampoline & DMT Club

Introduction

Welcome to Okehampton Flyers Gym, Trampoline & DMT Club! We are a fun, friendly British Gymnastics (BG) club with competitive and recreational sessions in trampolining, double mini trampoline (DMT), tumbling, general gymnastics, pre-school gymnastics and Free-G.

Our gymnasts have won medals at county, regional and national NDP and FIG British Gymnastics competitions.

All children who attend the club work towards British Gymnastics proficiency awards and develop competition routines or tumbling passes when they are more advanced.

Club mission

Okehampton Flyers Gym, Trampoline & DMT Club aims to give people from Okehampton and the surrounding area the opportunity to learn gymnastics at a recreational or competitive level to promote health and well-being.

Judging/club volunteering

We have a great team of coaches, judges and volunteers who give up their time to develop our gymnasts. If you would like to help at the club, we'd like to hear from you!

If you're interested in judging or helping out at the club in any other way, please contact Vicki at vicki.pritchard@okehamptonflyers.org.uk.

Club Instagram, Facebook and website

Follow us on Instagram and Facebook to keep up to date with skills our gymnasts are learning, gymnast achievements, club events and other notices.

Club Instagram: www.instagram.com/okehamptonflyers

Club Facebook: www.facebook.com/okehamptonflyers

Club website: www.okehamptonflyers.co.uk

We hope you enjoy your time at the club!

Okehampton Flyers Gym, Trampoline & DMT Club

Training Sessions

Start of the Session

Please wait outside until a coach asks you to come in. When you are ready to participate, sit on the designated bench and wait for further instructions.

Collection Policy

Gymnastics: Children in our mini gym and 5-6-year-old sessions will be asked to wait on a bench at the end of the session and signed out when their parents arrive.

Older children will be permitted to put their shoes on before their parents arrive, and a member of staff will sign them out at the door when their parent/guardian arrives.

Trampolining and DMT: A member of staff will sign all children out at the end of the session.

* If your child will be walking home or leaving with another parent, please inform a member of staff at the beginning of the session or contact us in advance of the session.

Watching Week

Due to limited space in the gym/sports hall, we ask that parents do not sit in during gymnastics or trampolining sessions. This is standard practice at gym and trampoline clubs. Parents are welcome to sit in for the last session of term. The gym door curtains will be rolled up so that parents can look in at any time, and parents can watch from the balcony at Parklands. Please pick your children up from the gym/hall. We would be grateful for any help packing away at the end of the day.

Dress Code for Training Sessions

	Girls	Boys
Trampolining	Leotard (gym shorts optional) White socks/trampoline shoes Remove or tape all jewellery/bands Tie long hair up	Leotard and shorts/trampoline trousers White socks/trampoline shoes Remove or tape all jewellery/bands Tie long hair up
DMT	Leotard (gym shorts optional) White socks/DMT shoes Remove or tape all jewellery/bands Tie long hair up	Leotard and shorts White socks/DMT shoes Remove or tape all jewellery/bands Tie long hair up
Gymnastics	Leotard (gym shorts optional) Gym shoes/bare feet Remove or tape all jewellery/bands * Please tie long/medium-length hair in a bun so it doesn't get in the way during backward rolls!	Leotard and shorts Gym shoes/bare feet Remove or tape all jewellery/bands Tie long hair up

Our club leotard, club t-shirt and recreational gym and trampoline hoodies are optional and are available for all club gymnasts to purchase. Pre-school gymnasts and newcomers in their first term at the club may wear a t-shirt and shorts.

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Training Venues

Mini Gym at the Okey Cokey

We ask that parents stay at the Okey Cokey throughout their child's gym session as the toilet is outside of the gym room and we do not have enough staff to take the children to the toilet. If another parent will be bringing your child to the session, please let us know that you are happy for them to take your child to the toilet.

The Okey Cokey is a lovely venue with a cafe to sit in during the session and a play area for young children. Okey Cokey play is not included in gymnastics fees. Free parking is available on site.

Parklands Leisure Centre Sports Hall

Trampolining takes place in the sports hall at Parklands Leisure Centre, Simmons Park, Okehampton, EX20 1EP. The hall has a high ceiling, and our gymnasts train on four competition trampolines, including two Eurotramp Ultimates (Olympic standard) and another performance 4x4 trampoline. We also have a safety rig and inflatable pit for teaching advanced somersaults.

During sessions, parents can enjoy sitting in Parklands Leisure Centre café, which overlooks Simmons Park, or using the leisure centre's other facilities including a recently refurbished gym and swimming pool. Parents are welcome to watch club sessions from the balcony overlooking the sports hall. There is parking on site (free after 6pm each weekday, after 12pm on Saturdays and all day Sunday).

Okehampton College Gym

Gymnastics and DMT sessions take place in the Okehampton College Gym, EX20 1PW. Our facilities include a sprung tumble track, 15m inflatable air track, inflatable pit, trampolines, double mini trampolines, a competition beam, bars, vaults, ropes and wall bars amongst other equipment.

The Pavilion in the Park is a short walk from the gymnasium and has a café that serves hot and cold food, drinks and cakes. Also close to the gymnasium are community facilities including an adventure playground and beautiful walks in Simmons Park. Free parking is available next to the gym and the Pavilion.

Please see <http://okehamptonflyers.org.uk/about-us/club-information/> for directions to club venues.

Club Waiting List

To join the club waiting list or try a different gymnastics discipline, please complete our online form by clicking on the link on our waiting list page at <http://okehamptonflyers.org.uk/waiting-list/>.

Children attending our mini trampoline and Okey Cokey sessions will be given priority when places in our proficiency award sessions become available.

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Term Dates and Paying Fees

Term Dates

Term dates are published on the sessions and fees page of our website each term.

Paying Fees

Club members who have registered on our online system will receive a payment request for term fees by email before the start of each term.

Anyone paying fees online before the start of term will receive an early bird discount of 50p per session. When the term starts, fees increase to our normal rate. The deadline for payments will be included in your payment request email.

Newcomers Trying the Club for the First Time

When your child receives a place at the club, please follow these instructions to register with the club:

1. Fees for the first session

After receiving a place at the club, children can try a session to see if they enjoy it before committing to the rest of the term. Please pay by cash for this session at the discount rate shown on our sessions and fees page at okehamptonflyers.org.uk.

If your child would like to continue at the club, you will need to...

2. Purchase British Gymnastics (BG) membership

Please purchase BG membership at www.british-gymnastics.org. This is insurance for taking part in club sessions. Click on 'Membership Join or Renew' on the BG homepage and fill in the online form, entering 'Okehampton Flyers Gym, Trampoline & DMT Club' as your club.

BG pre-school membership – £13 (children who are not in full time education for that membership year)
BG gymnast membership - £19 (non-competing gymnasts/gymnasts competing at novice/county level)
BG competitive gymnast membership - £43 (gymnasts competing at regional or national level)

3. Register on our online club membership system

When your child has BG membership, please register on our online payment system by following the link sent in the email you received inviting your child to the club. You will need to enter your child's BG membership number onto the form. If you do not receive your BG number straightaway, it should appear in your BG account a few days after registration, or you could ring BG on 0345 1297129 to ask for the number.

4. Pay Okehampton Flyers membership and term fees

Within a week of registering on our system, you will receive a payment request for term fees for the rest of the term and annual club membership of £10 per first child and £5 per sibling. Our sessions and fees page at okehamptonflyers.org.uk includes a list of fees per class.

If your child started a few weeks into the term and/or you have already paid for some sessions, you will only be charged for the remaining sessions. All newcomers will receive the early bird discount rate for their first term. For subsequent terms, you will need to pay online in advance of the term to receive the discount.

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Refunds

When we can make a refund

Okehampton Flyers Gym, Trampoline & DMT Club will make a refund if you have overpaid, to the extent of the overpayment.

When we cannot make a refund

Refunds unfortunately cannot be given for any sessions missed as we are obliged to pay out the staff and establishment costs of that session.

We may not be able to make a refund where a payment has been made to a third party, eg. British Gymnastics, or for entry fees paid for events such as shows or competitions. We advise that you are sure you can attend before committing to an event.

In exceptional circumstances, the management team will consider the case for refund individually.

If classes are cancelled, eg. due to adverse weather conditions, the session fee will be deducted from the following term's fees.

Okehampton Flyers Gym, Trampoline & DMT Club

Gymnasts' Code of Conduct

For everyone to enjoy their time at the club, we expect all club gymnasts to:

- Wear suitable attire for training and events, as described in our dress code
- Ensure long hair is tied back and that jewellery is removed or taped
- Inform the lead coach of any injuries/illness they have before the session begins
- Show respect to their coaches and fellow gymnasts
- Show humility in learning and listen carefully to instructions
- Treat all equipment with respect
- Remain in the gym/sports hall until the end of their session until they are collected by their parent/guardian.

We do not expect members to:

- Chew gum, smoke, consume alcohol or take drugs during sessions or whilst representing the club
- Use rude, threatening, racist or sexist language
- Display threatening or intimidating behaviour towards other members, staff, officials or volunteers
- Take part in or condone any behaviour that may impact or endanger others
- Use mobile phones during sessions except in an emergency.

Disciplinary Procedure for Gymnasts' Misconduct

Every gymnast has the right to come to class and feel safe and have fun. Misconduct will be dealt with in the following way following three banded levels:

Yellow

Minor disruptive behaviour

Younger gymnasts such as pre-school age with diminished understanding, e.g. not taking turns, climbing on apparatus, reports from other gymnasts they are saying 'nasty things', etc.

Consequence: Coaches to give verbal warning to improve behaviour, may give one or two warnings

Full explanation will be given to gymnast throughout. Parent will be informed at end of session.

Orange

Physical behaviour such as pushing and shoving others. Repeated bad behaviour throughout a session or across multiple sessions. Verbal bullying, racism, swearing, inappropriate topics on conversation, etc.

Behaviour is affecting the safety or the experience of others in the gym/group

Previous warnings have been given during the session

Consequence: Child will be sat out to miss turns. A full explanation will be given to the gymnast. The time sat out will depend on the severity of the misconduct and the age of the gymnast.

Parents will be informed at the end of the session.

Red

Extreme physical violence such as punching, hitting, pushing others over, etc. Behaviour is affecting safety or the experience of others in the gym/group. There is concern for the safety or welfare of coaches/gymnasts

Repeated poor behaviour, regularly sat out, previous parent meeting

Consequence: Gymnast can be removed from the session and/or given suspension from future sessions

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Full explanation will be given to gymnast and parent at time. Club manager will be informed and a formal meeting will be held with parent on future date. Gymnast on report when returns to gym to monitor future behaviour.

Parents/Guardians' Code of Conduct

We expect all parents/guardians of club members to:

- Register their child on our online system, including completing emergency contacts, medical information and consents
- Encourage their child to learn the rules and participate within them
- Discourage challenging and arguing with coaches and officials
- Help their child to recognise progress and good performance, not just results
- Set a good example by recognising good sportsmanship and applauding the good performances of all
- Ensure their child is dressed appropriately for the activity and has plenty to drink
- Keep their contact details up to date and pay any fees for training before the start of each term
- Keep the club informed if their child is ill or unable to attend sessions
- Share any concerns or complaints about any aspect of the club with the coaches and/or club manager
- Use correct and proper language at all times
- Always ensure their child arrives on time for their session
- Always collect their child promptly at the end of a session
- Support their child's involvement and help them to enjoy their sport.

We do not expect parents and guardians to:

- Force their child to take part in sport
- Punish or belittle a child for poor performance or making mistakes
- Use bad language or inappropriate behaviour
- Display threatening or intimidating behaviour towards other members, club staff, volunteers or parent/guardians
- Attempt to undermine or override a coach regarding decisions surrounding a gymnast's programme.

Disciplinary Procedure for Parents' Misconduct

Inappropriate behaviour will not be tolerated in the club and parents/guardians will receive a warning should any such behaviour occur. Any parent/guardian receiving three separate warnings will be asked to leave the club.

Okehampton Flyers Gym, Trampoline & DMT Club

Club Coaches, Officials and Volunteers' Code of Conduct

All club coaches, officials and volunteers must:

- Consider the well-being and safety of members at all times
- Develop an appropriate working relationship with members based on mutual trust and respect
- Ensure their training is up to date and provide evidence of qualifications
- Attend training to ensure that they remain appropriately qualified in all areas relevant to their role
- Make sure all activities are appropriate to the age, ability and experience of those taking part
- Ensure all participants are suitably prepared physically and mentally when learning new skills
- Display consistently high standards of behaviour and appearance, dressing in accordance with club guidelines
- Obtain prior agreement from the parent/guardian of performers before transporting them anywhere (training/competitions) and notify the club that they will do so
- Report any incidents, referrals or disclosures immediately, following the guidelines set out in the BG child protection procedures
- Promote the positive aspects of the sport (eg. fair play and respect)
- Encourage performers to value their performances and not just results.

We do not expect club coaches, officials and volunteers to:

- Use inappropriate language whilst involved with club activities
- Use mobile phones during a training session except in an emergency
- Transport unaccompanied gymnasts aged under 16 in their cars except in exceptional circumstances, and only then with the parents' express written permission
- Shout or raise their voice, unless a child's safety is at risk
- Eat or chew gum, smoke, consume alcohol or take drugs of any kind whilst representing the club
- Have members stay overnight at their home, or share a hotel room with a gymnast or assistant coach under 18
- Exert influence over performers to obtain personal benefit or reward
- Accept or offer social network 'friend requests' from gymnasts aged under 16
- Condone rule violations or the use of recreational drugs or prohibited substances
- Divulge confidential information unless with the express approval of the individual concerned.

Disciplinary Procedure for Coaches/Officials/Volunteers' Misconduct

Inappropriate behaviour or activity will result in disciplinary procedures under the club's disciplinary procedures (see staff handbook).

Okehampton Flyers Gym, Trampoline & DMT Club

Gymnast Development Within the Club

Club Proficiency, NDP and National (FIG) Programmes

Beginner and intermediate gymnasts work towards British Gymnastics proficiency awards as a foundation for higher level skills and may be invited to enter novice competitions.

When their coach feels they are ready, gymnasts will progress to NDP level, with the opportunity to compete at regional level. Gymnasts at this level may be required to attend training 2-4 hours per week, and work towards qualifying for the regional team finals and NDP finals.

Gymnasts who do well at NDP level can work towards national FIG competitions, including the English and Spring Event competition series (working towards the English and British Championships). Gymnasts at this level will be required to train several hours per week and show a high level of commitment.

Please note we compete trampolining, DMT and tumbling but do not compete artistic gymnastics.

Proficiency awards and assessments

The proficiency awards assess basic and intermediate skills, which are important foundation skills for advanced gymnastics. When your child achieves a British Gymnastics award, you will have the opportunity to purchase a badge and certificate for that award.

British Gymnastics awards are as follows:

Pre-school gymnastics	1-3
Gymnastics core proficiency	8-1 (1 is the highest)
Advanced gymnastics awards (fitness, floor, vault and rebound, apparatus, pairs and groups, hand apparatus)	Bronze, silver and gold
Trampolining	1-15

Medals are available to purchase for gymnasts who have achieved pre-school level 3, core proficiency level 1, all advanced gold awards and trampolining level 10.

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Competitions

* Please note we do not compete artistic gymnastics.

Trampolining, DMT and tumbling competitions

Trampoline competitions

Gymnasts perform two routines with 10 skills per routine (some competitions require three routines).

DMT competitions

Gymnasts perform four passes consisting of two skills per pass.

Tumbling competitions

Gymnasts perform three passes containing between three and eight skills.

Judges make deductions for form, travel and landing. In novice and NDP grades, routines and passes are set by British Gymnastics. In national (FIG) grades, gymnasts perform set and voluntary routines/passess, with the difficulty of the voluntary routines/passess added to the final score.

Dress Code for Competitions

Gymnasts will need to wear a club leotard at competitions. A club competition tracksuit jacket is also available to purchase for any gymnast competing for the club and should be worn with black tracksuit trousers. Size charts for all club kit are on the club clothing page of our website.

	Girls	Boys
Trampolining	Club leotard White socks/trampoline shoes Black gym shorts (optional)	Club leotard White socks/trampoline shoes White gym shorts/white trampoline trousers
DMT	Club leotard White socks/DMT shoes Black gym shorts (optional)	Club leotard White socks/trampoline shoes White gym shorts
Tumbling	Club leotard Gym shoes/bare feet Black gym shorts (optional)	Club leotard Gym shoes/bare feet White gym shorts
Okehampton Flyers' competition hairstyle	Low plaited bun (please see club clothing page of website)	If long hair, tied back

* If hair touches the frame pads, DMT or tumble track during a competition, the routines/passess are considered interrupted and the judges stop marking (except for forward and backward rolls).

Payment of competition entry fees

Competition entry fees are payable via our online system. When entries are sent to the competition organisers, they cannot be changed, so once your child is entered into a competition, we will need to charge you the entry fee even if they don't attend.

Okehampton Flyers Gym, Trampoline & DMT Club

Safeguarding Policy

Okehampton Flyers Gym, Trampoline & DMT Club is committed to ensuring that those working with children and vulnerable adults adopt best practice to ensure the health, safety and welfare of the participants and staff.

The club will endeavour to promote a high standard of care for all members, staff and officials by ensuring:

- The adoption of the BG Health, Safety and Welfare guidelines
- The adoption of the BG guidelines for the protection of children and vulnerable adults
- The appointment of a welfare officer to whom grievances or complaints can be made confidentially
- That staff are suitably trained in child protection and health, safety and welfare issues
- That coaches and officials have been screened to confirm their suitability to work with children
- That best coaching practice guidelines are followed at all times
- That grievances or complaints are dealt with promptly and in accordance with the grievance procedure.

For our welfare officer's contact details, please see our safeguarding page:

<http://okehamptonflyers.org.uk/about-us/safeguarding/>

Spotting and Manual Support

Supporting and shaping the gymnast is an essential part of coaching gymnastics as it helps the gymnast to understand shapes, movement patterns and complex skills. It also reduces the risk of injury due to a fall or error in performance. If you have any concerns about spotting and manual support methods (ie. 'catching' a gymnast during a skill), please contact our head coach or welfare officer.

Flexibility/Stretching Exercises

Our coaches follow these guidelines:

- Use slow, progressive and prolonged stretching exercises, within the "discomfort zone", rather than what might be considered to be excessive force
- Avoid exercises that place the coaches and gymnasts in "close proximity".

Equality and Diversity Policy

Okehampton Flyers Gym, Trampoline & DMT Club is committed to exemplary standards of conduct through the principles of equality and good moral and ethical frameworks.

The club will encourage individuals from all communities to become involved at all levels of participation, coaching, officiating, and management, and will ensure that all members and staff will:

- Respect the rights, dignity and worth of every human being
- Treat others fairly and equally regardless of gender, age, ethnic origin, religion, political persuasion or disability
- Not tolerate discrimination in any form
- Permeate equity and equality throughout strategic and development plans.

Okehampton Flyers Gym, Trampoline & DMT Club

Health and Safety Policy

Okehampton Flyers Gym, Trampoline & DMT Club will manage, so far as is reasonably practicable, the health and safety of its members, coaches and officials by ensuring that:

- The facilities and equipment are maintained in good condition and are regularly checked
- All coaches are suitably trained and qualified
- All of its members, coaches and officials are registered with BG
- The club follows the guidelines and policies set out by BG
- Risk assessments are carried out and regularly reviewed
- Any risks, incidents or accidents are reported immediately so that appropriate remedial action can be taken.

It is the responsibility of anyone involved in the club, including staff, members, parents and visitors to ensure that they carry out their duties with due regard to the safety of themselves and others.

Sickness and Injury Policy

We urge all parents to please use common sense when deciding whether or not their child is too ill to attend gym sessions. Children who are not well enough to do gymnastics or who have a condition that could be passed on to other children or staff should not attend club sessions.

Vomiting and diarrhoea. Children with diarrhoea and/or vomiting should be kept off until at least 48 hours after their symptoms have gone.

Chickenpox. Children with chickenpox should be kept off gym until all their spots have crusted over.

Sprains, strains and breaks. It is not advisable to send children to gymnastics if they have an injury unless advised by a doctor they are safe to participate. Jumping from a height and performing fast moves can aggravate injuries and make them worse. There is also an increased risk of falling and causing further injuries.

Although advice for things like **rashes, headaches and sore throats** may be that children can still attend school, this does not mean they are fit to do sport. Gymnastics requires mental sharpness and presence of mind. If a child is not feeling fit, they are more likely to have accidents and hurt themselves.

If a coach feels it is not safe to participate, they have the right to refuse your child to partake in sessions.

Okehampton Flyers Gym, Trampoline & DMT Club

“Anti-Bullying” Policy

We are committed to providing a caring, friendly and safe environment for all members so they can take part in a relaxed and secure atmosphere and we will endeavour to provide gymnastics for all.

If bullying does occur, all members should be able to tell staff and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening needs to tell the staff.

Bullying is undesirable and unacceptable and WILL NOT be tolerated in any form. Bullying includes:

- Physical pushing, pinching, kicking, spitting
- Verbal name calling, sarcasm, teasing, ridicule, ignoring
- Sexual, religious, gender, disability comments/suggestion
- Cyber bullying.

Any incidence of bullying will be listened to and taken seriously. This can be done directly with a coach or via the club’s complaints procedure, a letter or email.

Procedures

1. Report bullying incidents to your coach. The head coach will deal with the incident as quickly as possible ensuring that both sides of the story are listened to and recorded.
2. In serious cases parents will be informed and will be asked to come to a meeting to discuss the problem.
3. The bullying behaviour or threats of bullying will be investigated and the bullying stopped quickly.
4. An attempt will be made to help the bully (or bullies) change their behaviour.

Outcomes

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. In serious cases, the child may be asked to leave the club.
3. If possible, the members will be reconciled.
4. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Okehampton Flyers Gym, Trampoline & DMT Club

Data Protection

All sensitive personal data (e.g. names, addresses, age, etc.) will be:

- Held confidentially and not disclosed to unauthorised persons
- Used to facilitate management of the club, including contacting members to inform them of club information, events and status
- Used to facilitate the protection of young persons attending or being members of the club
- Held by the club and not passed on to third parties unless permission is given by parents/guardians or members who are 18 years old or over (information may be given, however, to requesting legal authorities, such as the police and child protection agencies, at the discretion of the club managers)
- Used only for the purposes it was gathered
- Destroyed within a reasonable period of time after the purpose for which it was gathered expires.

Any person may apply to the club secretary for a report of the information held by the club on them. The club may require a nominal fee to supply this report in order to cover administrative costs. The club will correct information held on individuals where it is shown to be incorrect and substantively misleading.

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Privacy Notice

For our full privacy policy, please go to www.okehamptonflyers.org.uk.

Social Networking Policy

* A young person/child is defined as anyone under the age of 18.

Coaches, Judges, helpers/volunteers and other officers in a position of trust and responsibility at the club:

1. Should not be in contact with young people through social networking sites if they hold such a position in respect of that individual young person.
2. Should a young person in the club request to become a named friend on a coach/official's social networking page or request that the coach/official become a named friend on the young person's social networking page, the coach/official should decline if they are in a position of responsibility in respect of that child, they hold a position of trust and responsibility in the club or their contact with the child is through the club and the parent/guardian of the child does not give their consent to such contact.

Coaches who have children that they coach in the club:

The coach concerned should not have direct contact with gymnasts other than their own child through their social networking site, should not accept such gymnasts as friends on his/her home site, and should inform the Club Welfare Officer of this arrangement.

Coaches/officials who are under 18:

If the parent of a young person in a position of responsibility aged 16/17 and the young person themselves requests to have contact with an adult club officer or coach for the purposes of sharing professional information relevant to their role, the club will:

- Gain written consent of the parent/guardian and young person to have such contact naming the individual adult and social networking site concerned
- The named adult must sign an agreement to keep the contact with the young person to the discussion of matters relevant to the young person's professional role in the club
- All such communications should be shared with an identified third person (e.g. the young person's parent/guardian or club welfare officer)
- If the young person or the adult is found to breach the above agreement, action will be taken by the club to address the concern and/or the breach.

Club members under the age of 18:

1. Do not ask your coach, judge, helper/volunteer or club official to be your social networking site friend – they will refuse as that would breach good practice and the BG Safeguarding and Protecting Children Policy.
2. Always remember that anything you say including photos, pictures and video clips posted on your site may be shared with people other than those for whom it was intended.
3. Do not put pictures of other club members on your site within the club setting as you may breach the BG Photography Policy. If you do wish to upload such a picture you must get advice and consent of your parent, the other young person and their parent and a club officer before even considering uploading such a photo. This will not prevent you having pictures of your gymnastics friends on your site taken outside of the sporting arena but it is good advice to always ensure they and their parents are happy with any picture you have of them on your site.

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Video and Photography Policy

Okehampton Flyers Gym, Trampoline & DMT Club strives to ensure that photographic practices are carefully managed and effective prevention measures in place to deter anyone with undesirable intentions from taking and publishing inappropriate images.

The club will ensure that:

- A photograph, video clip or other image of a gymnast will not be published whether in print or electronically (e.g. on its website) without written consent from the gymnast concerned or their parent/guardian if they are under 18
- When videos are used to give coaching feedback within training sessions, the club will ensure that consent is obtained via our online and/or paper consent forms

Parents/guardians, gymnasts, club coaches and officials are required to ask permission from the lead coach before taking photographs or videos during training sessions. The lead coach will check the consent forms of the gymnasts, coaches and officials concerned before giving consent, or may request that the photo/video be taken without other gymnasts or coaches in the background.

Anyone who is in breach of this policy may be asked to delete any videos or images taken.

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Communication

Coaches and officials should:

- Only communicate with gymnasts under 18 through their parent outside of sessions. Communication should be limited to training related issues. If it is necessary to make contact with 16- and 17-year-old coaches via email or text then this must be done in mass.
- Not make contact or hold discussions with gymnasts via social networking sites, texting or email
- Not post or discuss unfavourable comments about coaches, gymnasts, any helper or volunteer, parent or club
- Turn their mobile phones off during sessions, except in the case where a phone is used as a club contact number or for emergencies.

In the event of a gymnast showing a coach a text message, image or email that is considered to be inappropriate for a child to have, the coach must inform the club welfare officer.

Emergency Procedures

Nearest telephone

Okey Cokey Play Centre – lead coach's mobile phone or the café

Gymnasium – lead coach's mobile phone

Parklands – lead coach's mobile phone or Parklands reception

Nearest first aid provision

Okey Cokey - in the café

Gymnasium – in the gym store

Parklands – inner cupboard in store 1 or Parklands reception

Nearest defibrillator

Okey Cokey – Gillian's Curtis Cuts (next to mini roundabout on Crediton Road, near Okehampton Hospital)

Gym and Parklands - Pavilion in the Park (front wall on the east side)