

## **Terms of Business – Southampton Gymnastics Club**

### **1. Our details**

The full name of our company is Southampton Gymnastics Club.

You can contact us by email to [admin@sotongym.co.uk](mailto:admin@sotongym.co.uk) or by phone on 023 8052 9952.

### **2. Registrations and authorisations**

We are registered with the British Gymnastics

We are GymMark accredited. The GymMark Scheme has been developed by British Gymnastics, in partnership with Sport England and the Home Country Sports Councils. Its purpose is to provide recognition for clubs that are committed to providing quality experiences, encouraging young people to take up sport, whilst focusing on improving their talent and maintaining a life long participation in sport. Gaining GymMark accreditation means that our club is recognised by British Gymnastics and their partners as a safe, effective and child friendly club, providing a service in the community that children and young people, their parents/carers and others with a passion for Gymnastics can trust.

We subscribe to the British Gymnastics codes of conduct including:

- Health, Safety and Welfare policy
- Safeguarding and Protecting Children Policy
- Safeguarding and Protecting Vulnerable Adults Policy
- Equality Policy
- Standards of Conduct
- Codes of Conduct
- Complaints and Disciplinary Procedures
- Membership Regulations
- Registered Clubs Regulations
- Photography Regulations
- Financial Regulations
- Anti-Doping Policy

### **3. Sessions and payment**

Places on gymnastic sessions are subject to availability and can only be booked by emailing the admin team on [admin@sotongym.co.uk](mailto:admin@sotongym.co.uk) or by telephone 023 8052 9952, or enquiring through our website. Places will only be confirmed once payment has been received along with a completed fees form.

If you are successful at obtaining a place on a session payment must be received at the Club office, to your Centre Leader or through our website. Gymnasts can only participate in a session if British Gymnastics membership/insurance has been paid in full. If you have not paid your membership then

your gymnast will not be able to participate in the session. This does not include trial sessions.

The British Gymnastics membership year runs from 1 September to 31 August each year. Membership will automatically renew on 1 September each year whereupon members will become liable to pay a Membership fee for the new Membership year.

Gymnast must complete a participation form and also complete a fees form for the relevant session. These forms will be given to you by the lead coach. If you do not receive a fees form or participation form please contact the Club office.

Online payments can be made using debit or credit cards at [www.sotongym.co.uk](http://www.sotongym.co.uk). Cash or cheques (made payable to Southampton Gymnastics Club) must be paid at the reception or main Club office or to your Centre leader. Receipts are available on request.

If you have difficulties in making payments for your gymnast's sessions please discuss this with a member of the office team.

Late payment of fees will incur a £5 late payment charge.

We make every effort to ensure that the details on the website or in flyers are correct but we reserve the right to make amendments if necessary at any time.

When making a booking, it is your responsibility to ensure that any gymnast is the correct age for that session. We reserve the right to refuse entry to a session if any participant is found not to be of the correct age, unless a specific arrangement has been made with the lead coach.

You must inform us of any medical condition, or disability, which may be relevant to the child booked on to a gymnastic session. You must also notify us of any change or deterioration of any such medical condition or disability. We will keep this information confidential and handle such issues with discretion. It is our policy to include any such individuals within the scheduled courses wherever possible, but we reserve the right to refuse the booking if we are regrettably unable to accommodate the needs of the individual at Southampton Gymnastics Club.

### **4. Cancellations and refunds**

All cancellations must be made in writing, by letter or email, and be received a minimum of seven days before the course begins. Verbal cancellations will not be accepted. On cancellation of a session up to seven days or more prior to the first session, a refund will be given less £20 administration fee. No refunds available after that date.

We reserve the right to cancel sessions one week in advance of the start date in the unlikely event of insufficient numbers. A full refund will then be given.

Changing from one session to another will incur a £10 charge and must be arranged at least 7 days prior to the start date of the session you wish to move from.

If your gymnast changes sessions at the request of a coach ie from recreational session to squad there will be no admin charge.

If you cancel your direct debit and do not inform the Club office any outstanding fees will be payable in full immediately.

Squad members must give half a term's notice before retirement.

#### **5. Damages and loss**

Damage caused whilst at Southampton Gymnastics Club is chargeable to the offender(s).

Southampton Gymnastics Club accepts no liability for damage to, or loss of, any property or articles or things whatsoever, placed or left at Southampton Gymnastics Club or any of our Centres by any person or organisation.

#### **6. Data Protection**

Information given to the Club is held in accordance with the Data Protection Act 1998 but may also be made available to British Gymnastics and our Insurers.

#### **7. Jewellery, Body Piercing and Adornment**

British Gymnastics believes that jewellery and adornments worn in body piercing are inappropriate for safe practice in gymnastics and trampolining.

Participants - A person participating with body adornments or jewellery MUST inform the coach and also remove the relevant items to reduce the risk of injury to the participant, the coach and others.

Exceptions to the above may be applicable in special circumstances. In some circumstances, it may be impossible to remove a ring and/or dermal piercings. Should this be the case; the ring must be sufficiently covered with protective tape; and the piercings covered sufficiently in order to eliminate any risk. Religious and Medical jewellery can be worn but must be covered with tape or a sweat band.

Failure to conform will prohibit the individual's participation on the grounds of reasonable safety and may render the individual's insurance invalid should an accident result directly from non-compliance.

#### **8. Code of Conduct for parents**

- Encourage your child to learn the rules and participate within them.
- No threatening or arguing with officials/coaches.
- Publicly accept officials' judgements.
- Help your child to recognise good performance, not just results.
- Set a good example by recognising good sportsmanship and applauding good performances of all.
- Always ensure your child is dressed appropriately for the activity and has plenty to drink.
- Keep the club informed if your child is ill or unable to attend any sessions.
- Endeavour to establish good communications with the club, coaches and officials for the benefit of all.
- Share any concerns or complaints about any aspect of the club through the approved channels.

- Do not disrupt your child whilst in a training session or whilst at competition and events.
- Use correct and proper language at all times.
- Never punish or belittle a child for performance or making mistakes.
- Make sure your child arrives on time.
- Always collect your child promptly at the end of a session.
- Support your child's involvement and help them enjoy their sport.

Anyone found to be not adhering to these rules will be subject to their child's membership being revoked

#### **9. Variation**

We may revise these terms and conditions from time-to-time.

#### **10. Law and jurisdiction**

These terms and conditions will be governed by and construed in accordance with English law, and any disputes relating to these terms and conditions will be subject to the exclusive jurisdiction of the courts of England and Wales.