

# Flipz Training Sessions

## HANDBOOK

May 2023



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## Flipz Gymnastics Classes

### Recreational Classes

The size of Flipz classes will still be limited and group sizes will not exceed 8 gymnasts to 1 coach (with, in most cases, an extra coach in the gym to assist where needed).

The recreational class will be split into three groups all designated a colour. The class will line up in their groups and warm up as a class, but then will be split, with each group working on an apparatus each. They will then move, as a group, onto a further apparatus, finishing the session with a cool-down as a group.

#### What will the sessions cover

The content of the sessions will depend on the ability of the gymnasts within the class.

We will start the sessions with a warm up. The warm up will consist of a pulse raiser and then we do a stretch as a class.

The groups will then move onto their respective pieces of apparatus.

The session will end with a 'cool down' before the gymnasts are dismissed from the gym.

### Arriving at & Leaving the sessions:

- Please **DO NOT park in the Flipz carpark**. This is for staff only and it is imperative that we do not have cars manoeuvring to ensure the gymnasts' safety. If mobility is an issue, please contact us prior to your child's session.
- On your arrival, please wait outside the gym. You should arrive no more than five minutes before the start of the class.
- A gymnastics coach will be at the front door welcoming your child in.
- Parents of Under 5's will be asked to remain in the waiting room whilst the session is taking place in order to assist with 'toilet visits' where necessary
- **Please ensure you encourage your child to use the toilet before they come to gym**
- When your child comes into Reception, they will select a box in which to put their shoes and any outdoor clothes. Please do not let them bring any unnecessary items.

- Please ensure that your child comes dressed in their gym clothing, has any long hair tied back and any earrings removed. They will also need a drink that is clearly labelled with their name.
- A coach will book your child in and let them know which group they will be in. Once they have put their belongings into their box they will sanitise their hands before heading into the gym and standing on a dot in their respective group.
- At the end of the session, please collect your child in the same way. Wait in the carpark and the children will be dismissed one at a time – a coach will be in Reception to ensure the safe exit of all gymnasts. Please leave the carpark as soon as your child is with you.
- Please make sure you collect your child from the gym. If you have planned for your child to walk home/to the car park, we must be informed beforehand, otherwise we will keep the gymnast on site until you come to collect them.

## What to bring to sessions:

**DON'T FORGET YOUR  
DRINKS BOTTLE – CLEARLY  
LABELLED WITH YOUR  
CHILD'S NAME**



## What to wear:



**HAIR TIED BACK, NO  
EARRINGS, STUDS OR  
JEWELLERY AND LEOTARD OR  
SHORTS / LEGGINGS WITH  
T' SHIRT TUCKED IN. NO  
JEANS OR BELTS PLEASE**

## Flipz Coaches/Helpers Code of Conduct

**Breach of any of these rules will lead to disciplinary action**

C:1 It must be remembered that a coach/ helper is in a position of trust and is a role model to the gymnasts and younger coaches; this duty of care must not be abused.

C:2 All coaches/ helpers must demonstrate respect to all lead coaches and management committee decisions.

C:3 Coaches/ helpers must wear suitable attire whilst coaching, including the appropriate Flipz branded clothes.

### **Coaches/ helpers will be expected to:**

C:4:1 Arrive to sessions on time, prior to session start time.

C:4:2 Commit to helping to tidy up after the session and for debriefing.

C:4:3 Use appropriate language.

C:4:4 Have a professional attitude with a 'gymnasts centred' approach whilst on duty.

C:4:5 Keep long hair tied back.

C:4:6 Remove all jewellery, watches, etc.

C:4:7 Remove/cover all piercings.

C:4:8 No jeans or clothes with clips and buckles.

C:5 Coaches must not show favouritism towards participants due to performance or personal preference.

C:6 Coaches must consider the quality of development and safety of participants at all times during sessions and plans.

C:7 Demonstrate an appropriate working relationship with all participants/ coaches.

C:7:1 Never personally contact a gymnast under 18yrs, using social media, phone or email.

C:7:2 Never place yourself in a vulnerable situation or position with just yourself and a gymnast.

C:8 Hold the appropriate, valid qualifications, current DBS status and insurance cover for the level of skills you are coaching.

C:8 Coaching quality should not be compromised due to the effects of alcohol. Never consume alcohol immediately before or during training/events.

C:10 Encourage gymnasts to value the quality of their performance and not just the degree of difficulty and results.

C:11 Must not demonstrate incidents of slander towards the club, coaches, participants and or any other clubs.

C:12 All welfare, club issues etc, must be kept confidential and only be discussed with the relevant club officials

C:13 Be familiar with the club's risk assessment and continuously monitor new and evolving risks. Report new risks in a timely manner to the designated risk assessment officer (Laura Seal).

## Flipz Participants Code of Conduct

Breach of any of these rules will lead to disciplinary action

### Participants will be required to:

P:1 All gymnasts must demonstrate respect to all coaches/ leaders and their decisions.

P:2 All gymnasts must respect opponents / teammates

P:3 Gymnasts should keep to agreed timings for training or inform their coach if they are going to be late or must leave early. (Coaches reserve the right to refuse entry)

P:4 Gymnasts must wear suitable attire for training, i.e. leotards, shorts, leggings, t shirts tucked in etc. and should arrive in this clothing. They should:

P:4:1 Keep hair longer than chin tied back

P:4:2 Remove all jewellery, watches, etc.

P:4:3 Remove or cover all piercings

P:4:4 No jeans or clothes with clips and buckles on

P:4:5 Bring their own drink of water / squash – labelled clearly with their name.

Sharing of drinks will not be permitted

P:4:6 Ensure they have been to the toilet before commencing training sessions.

P:6 All gymnasts under 5yrs must have a parent/ guardian on site in case they need the toilet.

P:7 Coaches must be informed of any injuries or illness that may affect the training session.

P:8 Those who do not participate correctly in their session warm up will not be able to train until the coaches feel satisfied that sufficient warm up is completed.

P:9 Gymnasts should remain with coaches at the end of a session until collected by their parent or guardian

P:10 Fees must be submitted by the set deadline date

P:11 All participants must pay the annual club membership fee, regardless of their start time. This is always due by September

## Flipz Parents/Guardians Code of Conduct

### Parents/Guardians will be required to:

PG:1 Parents/guardians are not allowed into the training hall when a session is taking place; viewing areas must be used during this time.

PG:2 Parents/guardians must refrain from communicating with coaches/helpers and participants during training sessions

PG:3 PROFESSIONAL COMMUNICATION

PG:3:1 Any concerns must be directed to the Head Coach (Laura Seal)

PG:3:2 Complaints must be emailed to the Head Coach (Laura Seal)

PG:4 It is strongly advised that all parents/guardians do not coach their child after sessions. This is to reduce coaching conflict, safety hazards and so participants do not feel over pressured to perform.

PG:5 Notify the club of changes to any personal information, i.e. contact info. This can be updated using the Coacha administration system.

PG:6 Please make sure that appropriate language/ behaviour is used at all times whilst around other club members.

PG:7 Ensure your child (under 16yrs) is collected promptly at the end of a session from the gymnasium doors. Please notify session coaches in writing if other arrangements are in place.

PG:8 All gymnasts under 5yrs must have a parent/guardian on site in case they need the toilet.

PG:9 Must not demonstrate incidents of slander towards the club, coaches, participants or any other clubs.

PG:10 Should your child wish to no longer attend sessions with Flipz, please ensure you inform us prior to the 25<sup>th</sup> of the Month in order for us to cancel the payment request for the following month and arrange to fill your child's space.

PG:11 Ensure your son / daughter arrives with correct gymnastics clothing, with hair tied back and all jewellery removed

PG:12 Provide your gymnast with a drink clearly labelled with their name.

PG:13 Please do not park/drop off/pick up in the Flipz car park.

PG:14 Report any injuries that your child has to the coach at the door at drop off



## FLIPZ ANTI-BULLYING POLICY

*This Policy is based on the "KIDSCAPE" Anti-bullying Policy for Schools*

Flipz Gymnastics Club Ltd is committed to creating an environment where members feel they can work without threat, anxiety and fear. Bullying of any kind is NOT acceptable and should be shared with others. All members must understand that any incidents will be dealt with promptly and effectively.

### **WHAT IS BULLYING?**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments because of, or focussing on, the issue of sexuality.
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Face-to-face or through the use of technology (e.g. phones, the internet or social media)

### **WHY IS IT IMPORTANT TO RESPOND TO BULLYING?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Members who are bullying need to learn different ways of behaving. Clubs have a responsibility to respond promptly and effectively to issues of bullying.

### **SIGNS AND SYMPTOMS**

Somebody may indicate by signs or behaviour that they are being bullied. We should be aware of these possible signs and that they should investigate if someone:

- doesn't want to come to the gym
- changes their usual routine
- becomes withdrawn anxious, or lacking in confidence
- starts stammering

- feels ill before coming to the gym
- comes home with clothes torn or property damaged
- has possessions go "missing"
- asks for money or starts stealing money
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## FLIPZ WELFARE POLICY

A Welfare Officer is to be appointed who must deal with any domestic issues to do with child protection, equality and bullying that may arise within the club.

The Welfare Officer must ...

- be screened by British Gymnastics, including Criminal Records Bureau.
- work to the standard of which they must be trained from the British Gymnastics recognised 'Safeguarding & Child Protection' and 'Time to Listen' courses.
- organise regular 'Welfare Workshops' with the gymnasts and coaches / helpers.
- record all complaints, grievances and concerns in the Welfare Logbook.
- report any concerns, allegations of 'poor practice', child abuse etc to the necessary governing bodies and/ or organisations.

### ***Listening***

If somebody decides to confide in you ...

- Stay calm, listen carefully.
- Give them your full attention.
- Let them speak at their own pace.
- Only ask questions that clarify what has already been said.
- Do not promise to keep secrets.
- Reassure them that telling somebody is the correct thing to do.
- Tell them what is going to happen next.
- Immediately record in writing what was said by both, including time, date, location.
- Notify the welfare officer as soon as possible so the event can be noted in the Welfare Logbook.

If somebody tells you things of concern about/ on behalf of another person ...

- It must be reported to the Welfare Officer, who will...
- speak to the person in question explaining that they have heard something about them following the above procedure.

- If they say that whatever has been heard is not true, it must still be noted in the Welfare Logbook.

### ***Confidentiality***

Encourage members to tell the Welfare Officer or a friend of any issues they may be dealing with.

ONLY tell somebody else on a **“Need to Know”** basis, telling somebody who does not need to be informed could jeopardise the safety of the person in the situation.

### ***Helplines***

- NSPCC Helpline: 0808 800 5000
- The National Association for People Abused in Childhood: 0800 0853330 ([www.napac.org.uk](http://www.napac.org.uk))
- Support Line: 01708 765 200
- Breaking Free: 0208 648 3500
- Stop it Now: 0808 1000 900

## **Cancellation of classes**

If gymnastics classes are cancelled due to adverse weather conditions, it will be stated on the 'Flipz Gymnastics – members only' Facebook group page.

We will also e mail all active club members who would be affected – so please be aware and check your e mails (and junk mail)

If you are unsure, please contact me via e mail ([laura@flipzgymnastics.co.uk](mailto:laura@flipzgymnastics.co.uk)), text or phone (07775 516799).

If a class is cancelled due to the weather, unfortunately we are unable to refund the fee for the class missed. However, if a class is cancelled due to staff illness or venue availability then a credit will be given.

## **Risk Assessment**

As with any British Gymnastics endorsed activity, a full and thorough risk assessment has been carried out. A full copy of the risk assessment is available should you wish to view it. Please just contact Laura Seal and one can be e mailed to you. Alternatively, there is a copy in the gym should you wish to see it.

## BG Qualified Flipz Staff

(NB. All Flipz coaches over the age of 16 have a full DBS check):

### **Laura Seal\***

Position – HEAD COACH  
Qualifications – UKCC 2 WAG,  
UKCC 1 TUMBLING, UKCC 1 ACRO  
& PRE-SCHOOL COACH  
FULL DBS CHECK  
First Aid – QUALIFIED  
Safeguarding – CURRENT

[Laura@flipzgymnastics.co.uk](mailto:Laura@flipzgymnastics.co.uk)

\* Currently undertaking BG Level 3 WAG

### **Megan Crook**

Position – ASSISTANT HEAD  
COACH  
Qualification - UKCC 2 WAG &  
PRE-SCHOOL COACH  
Safeguarding – CURRENT  
FULL DBS CHECK  
First Aid – QUALIFIED

### **Tina Kenworthy**

Position – ASSISTANT COACH  
Qualification - UKCC 1 WAG  
Safeguarding – CURRENT  
FULL DBS CHECK  
First Aid – QUALIFIED

### **Imogen Seal (holidays only)**

Position – ASSISTANT COACH  
Qualification - UKCC 1 WAG  
FULL DBS CHECK  
First Aid – QUALIFIED  
Safeguarding – CURRENT

### **Willow Summers**

Position – ASSISTANT COACH  
Qualification - UKCC 1 WAG  
FULL DBS CHECK  
Safeguarding – CURRENT

### **Cathy Pudge**

Position – ASSISTANT COACH  
Qualification - UKCC 1 WAG,  
PRE-SCHOOL COACH  
Safeguarding – CURRENT  
FULL DBS CHECK  
First Aid – QUALIFIED

### **Lily James (holidays only)**

Position – ASSISTANT COACH  
Qualification - UKCC 1 WAG  
Safeguarding – CURRENT  
FULL DBS CHECK  
First Aid – QUALIFIED

### **Amelia Seal**

Position – TRAINEE COACH

### **Pippa Davies**

Position – TRAINEE COACH

### **Florence Eaton**

Position – TRAINEE COACH

### **Holly Stringer**

Position – TRAINEE COACH

### **Lola Newman**

Position – TRAINEE COACH

### **Millie Eaton**

Position – ASSISTANT COACH  
Qualification - UKCC 1 WAG  
Safeguarding – CURRENT  
FULL DBS CHECK  
First Aid – QUALIFIED  
Safeguarding – CURRENT

### **Grace Howells**

Position – ASSISTANT COACH  
Qualification – Undertaking UKCC 1 WAG  
Safeguarding – CURRENT  
FULL DBS CHECK  
First Aid – QUALIFIED  
Safeguarding – CURRENT

## Important Contacts to Know

For any enquiries or issues that you may have, whether this be reporting a safeguarding or COVID-19 related issue please use the relevant contacts listed below.

### **Laura Seal**

Position – HEAD COACH  
Qualification – UKCC 2 WAG,  
1 TUMBLING & 1 ACRO &  
PRE-SCHOOL COACH  
FULL DBS CHECK  
First Aid – QUALIFIED  
Safeguarding – CURRENT

#### **Contact E mail:**

Laura@flipzgymnastics.co.uk

### **Nicole Flitton**

Position – WELFARE OFFICER  
WO Training - CURRENT  
Safeguarding – CURRENT  
FULL DBS CHECK

#### **Contact E**

**mail:**Nicoleflitton@hotmail.co.uk

### **Cathy Pudge**

Position – ASSISTANT COACH  
Qualification - UKCC 1 WAG,  
PRE-SCHOOL COACH  
Safeguarding – CURRENT  
FULL DBS CHECK  
First Aid – QUALIFIED

#### **Contact E**

**mail:**Cathy1998@icloud.com

**If you have any general enquiries regarding the sessions, please use our club email:**

**info@flipzgymnastics.co.uk**