



Flipz *Gymnastics*

HANDBOOK

July 2024



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Flipz Gymnastics Classes

Recreational Classes

The size of Flipz classes are limited so that group sizes will not exceed 8 gymnasts to 1 coach (with, in most cases, a senior coach in the gym to assist where needed).

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 class will warm up together, but then will be split, with each group working on an apparatus each. The warm up will consist of a pulse raiser (this will change each week in order to make the session as enjoyable and engaging as possible) 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 Staff carpark**. This is for staff only and it is imperative that we do not have cars parking/manoeuvring to ensure the gymnasts' safety. If mobility is an issue, please contact us prior to your child's session.
- ★ There is a dedicated Flipz parking area to the right hand side of the gym (as you look at the front), this is signposted. If this is full, you may park in any available space, but please be considerate if other businesses are still open at that time.
- ★ On your arrival, please wait in the Reception room of the gym. You should arrive no more than five minutes before the start of the class and **must stay with your child until they are invited into the gym for their session by a coach**.
- ★ Please ensure you arrive promptly. The warm up is an essential part of the session and gymnasts arriving more than 10 minutes late will be refused entry.
- ★ A gymnastics coach will welcome your child into the gym at the start of each class. Please ensure you inform this coach of any illness/injury issues.

- ★ 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.**
- ★ Please come dressed to train where possible. We do have a couple of changing rooms, should they be required.
- ★ Please do not let your child bring any unnecessary items into the gym.
- ★ Any items left in Reception are done so at your risk and Flipz is not liable for any loss/damage caused to items in Reception, the café area or the gym.
- ★ **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.**
- ★ **If your child requires any medical supplies (such as an inhaler or epi-pen) please ensure they have this with them at the start of the session and the coach at the entrance is aware of it's whereabouts**
- ★ At the end of the session, please collect your child in the same way. Wait in Reception 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 building 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*



**Bottled water will be on sale in the café, should your child forget their drink.*

What to Wear:



NO

Jeans
Belts
Dresses
Skirts
Onesies
Oodies
Crop Tops
Earrings/Studs
Jewellery

YES

Hair tied back

MAYBE

Preferably: leotard or shorts/leggings with t'shirt tucked in

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 Arrive to sessions on time - a minimum of 5 minutes prior to session start time.

C:5 Upon arrival, ensure you are familiar with the session and have set up any necessary equipment.

C:6 Commit to helping to tidy up after the session and for debriefing.

C:7 Use appropriate language.

C:8 Have a professional attitude with a 'gymnasts centred' approach whilst on duty.

C:9 Keep long hair tied back and nails trimmed to finger-tip length.

C:10 Remove all jewellery, watches, etc. (or cover watches/anklets with a wristband).

C:11 Remove/cover all piercings (nose – small clear stud if cannot be removed).

C:12 No jeans or clothes with clips and buckles. Flipz uniform only – Flipz top with black leggings/joggers.

C:13 Coaches must not show favouritism towards participants due to performance or personal preference.

C:14 Coaches must consider the quality of development and safety of participants at all times during sessions and plans.

C:15 Demonstrate an appropriate working relationship with all participants/ coaches.

C:16 Never personally contact a gymnast under 18yrs, using social media, phone or email. Do not 'follow' any gymnast under 18 on social media.

C:17 Never place yourself in a vulnerable situation or position with just yourself and a gymnast.

Flipz Coaches/Helpers Code of Conduct cont.

C:18 Should you feel that a gymnast is not appropriately dressed to be supported and this will put you in an uncomfortable position, you are within your rights not to support the gymnast (in this instance, please make the lead coach aware).

C:19 Hold the appropriate, valid qualifications, current DBS status and insurance cover for the level of skills you are coaching.

C:20 Coaching quality should not be compromised due to the effects of alcohol. Never consume alcohol immediately before or during training/events.

C:21 Encourage gymnasts to value the quality of their performance and not just the degree of difficulty and results.

C:22 Must not demonstrate incidents of slander towards the club, coaches, participants and or any other clubs.

C:23 All welfare, club issues etc, must be kept confidential and only be discussed with the relevant club officials.

C:24 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).

C:25 Coaches must attend a minimum of 2 training courses with Flipz per year.

C:26 Flipz staff are not to 'coach' for another organisation without prior permission from the Head Coach.

Flipz Participants Code of Conduct

Breech of these rules may 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 (or with crop top under) etc. and should arrive in this clothing. They should:

P:4:1 Keep hair longer than shoulder length tied back.

P:4:2 Remove all jewellery, watches, headbands and bracelets etc.

P:4:3 Remove or cover all piercings BEFORE the start of the session. Earring tape will not be supplied, but can be purchased at the café if required.

P:4:4 No jeans or clothes with clips and buckles on and NO crop tops without a t shirt over.

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:5 All gymnasts under 5yrs must have a parent/ guardian on site in case they need the toilet (and parents will accompany them to the toilet).

P:6 Coaches must be informed of any injuries or illness that may affect the training session.

P:7 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. If warm up is not completed, the participant will be asked to sit and watch/be a 'helper' in the session.

P:8 At the end of the session, gymnasts should remain in Reception (with the coaches) until collected by their parent or guardian.

P:9 Fees must be submitted by the set deadline date.

P:10 All participants must pay the annual club membership fee, regardless of their start time. This is non-refundable once a space is accepted.

Flipz Participants Code of Conduct cont..

P:11 Direct debit payments are requested on the 5th of each month. If your payment should fail, you will receive an e mail informing you of this and a 'one off' set fee will have been raised. Should the payment not be received within one week, a £5 administration fee will be added to the monthly fees. Should the fees remain unpaid for a second week, you will forfeit your gymnast's space within the club.

P:12 Participants should not attempt any gymnastics skills outside of the Flipz gymnasium as this is unsafe and the participant will not be insured whilst they are not under the supervision of a qualified coach.

Flipz Parents/Guardians Code of Conduct

Parents/Guardians will be required to:

PG:1 For Recreational Classes, parents/guardians are not allowed into the gymnasium when a session is taking place; the viewing area must be used during this time (the Head Coach may make an exception to this during the first session whilst the child is 'settling in'). If the child is unable to settle into the session without the parent/guardian present, the child will be asked to return to the waiting list and wait until they are able to attend independently before returning.

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 (and actively discourage practising skills outside of the gym). This is to reduce coaching conflict, for safety reasons and so participants do not feel over pressured to perform. Insurance will not cover your child outside of the Flipz gym.

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 Reception. Please notify session coaches in writing (via e mail, Coacha or social media) 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 (parent's will be asked to escort their child to the toilet when needed).

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 25th of the Month in order for us to cancel the payment request for the following month and arrange to fill your child's space. Should we not receive notification of your intention to leave before the 25th of the month or your direct debit is cancelled without prior agreement, any outstanding charges will be raised by the club.

Flipz Parents/Guardians Code of Conduct cont..

PG:11 Ensure your son / daughter arrives with correct gymnastics clothing, with hair tied back and all jewellery removed – gymnasts may be refused entry to the class if their attire is inappropriate.

PG:12 Provide your gymnast with a drink clearly labelled with their name. If you do not remember a drink for your child, bottles of water are available to purchase from our café.

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

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

PG:15 Should your child sustain an injury outside of Flipz that results in them missing class/es and you wish to 'pause' the payment of fees due to them not attending sessions, they will forfeit their space in the class and return to the waiting list. You can then contact us when they are ready to return, and we will inform you when a space comes up again in that class.

PG:16 Rashes – should your child develop a rash, please seek medical advice prior to bringing them into class and inform the coach at the door of the outcome of the medical advice. Please do not bring your child to gym should they develop a rash that has not been assessed by a pharmacist/GP.

PG:17 Sickness – Flipz follows the same advice as schools regarding sickness, i.e. a child with vomiting/diarrhoea should wait 48 hours after the last episode before returning to classes. They should not attend classes if they have a fever, but may attend if they have a runny nose, sore throat or slight cough (with no fever).

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.

FLIPZ ANTI-BULLYING POLICY cont.

- 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. Any suggestion of bullying will be reported to our Welfare Officer and fully investigated.

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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' for 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.

FLIPZ WELFARE POLICY cont.

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

Flipz Welfare Officers:



Cathy Pudge

Position - WELFARE OFFICER
Qualification - UKCC 1 WAG, PRE-SCHOOL COACH
Safeguarding - CURRENT
FULL DBS CHECK
First Aid - QUALIFIED
E mail: Cathy1998@icloud.com
Telephone: 07738 614539



Nicole Flitton

Position - WELFARE OFFICER
WO Training - CURRENT
Safeguarding - CURRENT
FULL DBS CHECK
First Aid - QUALIFIED
E mail: Nicoleflitton@hotmail.co.uk
Telephone: 07852 224976

General Class Information

Classes usually run over **bank holidays**, although the time/classes may be altered slightly if necessary.

Sessions missed due to illness, injury or any other reason are non-refundable. Should a gymnast injure themselves within Flipz, resulting in the missing of sessions, monthly payments will be paused until the gymnast is able to return.

Should your child wish to change their class time/day permanently, please e mail us in the first instance with your request. If the class requested is deemed suitable for your child, and there is space in the class, we will be able to accommodate your request. Should the class be deemed suitable but there is no space, we will place your child on the waiting list until a space comes up. (please note: we cannot accommodate 'one off' class changes, for illness/holidays etc.)

We **regularly assess** gymnasts within classes and will ask them to move when the coaches feel that they are consistently working at a level above that of the other members of the group. We ask that you make the requested amendment where possible, as it is in the interest of your child to do so.

Injuries during sessions – We log any minor incidents/injuries in our 'Incident book' and ensure that parents are informed at the end of the session. Should the injury require first aid intervention (e.g. an ice pack), an accident form will be completed. This will require a signature from the parent/guardian at collection time. Should any medical advice be sought by yourselves after the class (at hospital or GP), please ensure you inform us of this in order for us to register the incident with BG for insurance purposes.

Cancellation of classes -if gymnastics classes are cancelled due to adverse weather conditions or any circumstances out of our control, 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 - info@flipzgymnastics.co.uk

If a class is cancelled due to the weather (or any other reason out of our control), 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, a credit will be issued.

Risk Assessments

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.

Fire Safety/Evacuation Plan

Flipz has carried out a full fire assessment and has a fire alarm system in place. There are emergency exits at the front, rear (behind the beams) and side (accessed via the floor area). The fire muster area is located away from the gym, in the Flipz customer parking area as sign-posted. Regular fire drills will be carried out.

Café

We have a small café on site offering hot drinks, soft drinks and a small selection of confectionary. Our café is staffed by Flipz employees and will be available whilst classes are running during the evening and during weekend events (depending on staff availability). Final orders will be taken daily at the café at 7:30pm.

CCTV Policy

Flipz has an internal CCTV surveillance system for the reason of prevention of, and protection from, criminal activity and also to provide a viewing opportunity for parents/guardians remaining on site during gymnastics classes. Our full CCTV policy is available upon request.

Flipz Photography/Filming Policy

On occasion, we may photograph/film you/your child during a gymnastics session for coaching purposes. Unless you agree otherwise, we will retain these images for only as long as they are required to support you/your child's learning. If you do not want us to photograph/film you/your child, please let us know and we will not do this.

We also occasionally post photographs of the gymnasts onto our Flipz Private Facebook page. This page is monitored so that only members of Flipz Gymnastics are able to view it. If you do not want us to display photographs of your gymnast on here, please let us know.

We very occasionally post to other social media platforms on our dedicated pages (e.g. Instagram, Facebook and TikTok). If you are in agreement with our photography/filming policy and are happy for us to use your photograph/filming on our private page, but not on public pages, please inform us (via e mail – info@flipzgymnastics.co.uk).

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

**Currently undertaking BG*

Level 3 WAG

Charis Ridge

Position – SENIOR COACH

Qualifications – UKCC 3 WAG

FULL DBS CHECK

Safeguarding – CURRENT

Amelia Seal

Position – JUNIOR COACH

Qualifications – BG Helper Course completed
UKCC Level 1 due Oct '24

FULL DBS CHECK

First Aid – QUALIFIED

Holly Stringer

Position – JUNIOR COACH

Qualifications – BG Helper Course completed

FULL DBS CHECK

First Aid – QUALIFIED

Megan Crook*

Position – ASSISTANT HEAD COACH

Qualifications – UKCC 2 WAG & PRE-SCHOOL COACH

FULL DBS CHECK

First Aid – QUALIFIED

Safeguarding – CURRENT

**Currently undertaking BG*

Level 3 WAG

Pippa Davies

Position – JUNIOR COACH

Qualifications – BG Helper Course completed
UKCC Level 1 due Oct '24

FULL DBS CHECK

First Aid – QUALIFIED

Sophie Jeffery

Position – JUNIOR COACH

Qualifications – BG Helper Course completed
UKCC Level 1 due Nov '24

FULL DBS CHECK

First Aid – QUALIFIED

Evelyn-Rose Schranz

Position – JUNIOR COACH

Qualifications – BG Helper Course completed

Lilia Woodhouse

Position – DEMONSTRATOR

Lily James

Position – LEAD COACH

Qualifications – UKCC 2 WAG

FULL DBS CHECK

First Aid – QUALIFIED

Safeguarding – CURRENT

Tina Kenworthy

Position – ASSISTANT COACH

Qualifications – UKCC 1 WAG

FULL DBS CHECK

First Aid – QUALIFIED

Safeguarding – CURRENT

Florence Eaton

Position – JUNIOR COACH

Qualifications – BG Helper Course completed

FULL DBS CHECK

First Aid – QUALIFIED

Lily Taylor

Position – TRAINEE JUNIOR COACH

Qualifications – BG Helper Course completed

Lola Newman

Position – JUNIOR COACH

Qualifications – BG Helper Course completed

FULL DBS CHECK

First Aid – QUALIFIED

FLIPZ STAFF cont.

Holiday/Occasional Cover

Millie Eaton

Position – ASSISTANT
COACH

Qualifications – UKCC 1
WAG

FULL DBS CHECK

First Aid – QUALIFIED

Safeguarding – CURRENT

Cathy Pudge

Position – ASSISTANT
COACH/WELFARE OFFICER

Qualifications – UKCC 1
WAG, PRE-SCHOOL COACH

FULL DBS CHECK

First Aid – QUALIFIED

Safeguarding – CURRENT

Imogen Seal

Position – ASSISTANT
COACH

Qualifications – UKCC 1
WAG

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

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

**Currently undertaking BG*

Level 3 WAG

Website: www.flipzgymnastics.co.uk

Address: Unit 5A, Stoney Hill Industrial Estate, Whitchurch. HR9 6BX

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

info@flipzgymnastics.co.uk