



MANAGEMENT, STRUCTURE, PROCEDURES

Stars Gymnastics Club was founded by Amanda Wadman, evolving from a club offering recreational classes. We have a mission now to offer children and coaches the opportunity to achieve their full potential within the environment of the existing club yet offer a competitive squad program operating at County and Regional level within a sports centre facility as well as Freestyle Classes and preschool.

Aims

- To offer achievement and coaching opportunities in gymnastics
- To manage the club's affairs in a professional manner
- To provide participation opportunities to the local community
- To provide a caring and fair service to our members

Management

The club is managed by Amanda Wadman as a business in the name of Stars Gym Club Ltd.

The club's operations will be under the control of the Managing Group:

Amanda Wadman and Associates

Fees and Membership

Please see FAQs on the website for fee information.

Rules

- all gymnasts must be British Gymnastics members
- gymnasts and parents must accept the club codes of conduct
- parents must sign the club registration / rules form
- fees are payable on time
- gymnasts leaving must give two months notice

Policies

The following Policies, Codes of Practice and Agreements are in force

- Child Protection Policy
- Equality policy
- Health and safety Policy

- Codes of Conduct – coaches, parents, gymnasts
- Grievance Procedure
- Staff Task Descriptions
- Volunteer Agreements

Staffing

The club will recruit suitable coaches to provide a coaching ratio of 1: 7

The club will encourage and nurture the development of coaching expertise, through:

- Financial support to attend coaching and judging qualification courses
- Provision of skill improvement training workshops
- Provision of ongoing mentoring, advice and encouragement

All staff level 1 or above must provide a current DBS certificate.

Disciplinary Matters

Staffs are expected to be punctual and conduct themselves safely, responsibly and courteously with care and consideration for children and their parents.

Disciplinary issues will be resolved, with regard to the above, following standard verbal and written practices:

<i>Incident</i>	<i>Response Range</i>	<i>Who</i>
First observed occurrence	verbal, at the time	Relevant Supervising Coach
Repeated occurrences	Verbal, following consultation with supervising coaches/ possible written warning	Manager / Head Coach
Uncorrected occurrences / Serious Breach	Verbal, following consultation with supervising coaches/ written warning / possible dismissal	Manager / Head Coach

Staff may consult at any time with the Welfare Officer and /or the Volunteer Co-ordinator.

Monitoring and Review

The club will continuously monitor and review it's practices using the British Gymnastics GymMark scheme.