



Member Handbook

LAST UPDATED: JULY 2021

Introduction

Welcome to our Pink Family!

Welcome to South Durham Gymnastics!

South Durham Gymnastics was founded over 25 years ago by Head Coaches – Nicola Preston & Rachael Wright. The Club has been on an enormous journey since its birth in the former Ferryhill Cinema where it started out as a relatively small club ... to our now 'Pink Gym', which opened its doors in 2006.

In 2012 the gym was listed as an accredited centre for teams travelling to the UK for the 2012 Olympic Games, and our World Class facility now caters for over 1000 members across a multitude of disciplines and classes to all age groups and abilities.

From grassroots to international representation, South Durham Gymnastics has a history of producing gymnasts at the highest level - with the Club helping its gymnasts to achieve multiple National titles, as well as medals on the World & Olympic stage.

From birth to adulthood, the Club provides an opportunity for everyone to access gymnastics via:

- 👉 Baby & Toddler Gym sessions
- 👉 Pre-School Gymnastics
- 👉 Recreational Gymnastics
- 👉 Recreational Trampolining
- 👉 Boys Only Gymnastics (Gladiators)
- 👉 Disability Gymnastics
- 👉 School Gymnastics – Curricular and Extra-curricular
- 👉 Adult Gymnastics
- 👉 Competitive Gymnastics (Girls)

The Club is also proud to host a series of Regional & National competitions throughout the year, as well as Regional and National Training Camps.

Please take time to read through this handbook and then keep it safe for future reference. The contents of this handbook sets out the expectations of our members, and aims to answer some of the questions our members frequently ask.

All of the coaches at South Durham Gymnastics would like to take this opportunity to welcome you into the world that they are all so passionate about!

Good Housekeeping

General Terms

- 🔒 Children must not change in the corridor outside of the gymnastics hall, they should use the changing rooms provided
- 🔒 Shoes must be worn at all times outside of the gymnastics hall
- 🔒 Shoes are not permitted in the gymnastics hall itself – they should be removed at the door and placed inside one of the wooden duckets inside of the gym
- 🔒 The use of heellies, scooters and other wheeled equipment are not permitted in the gymnastics centre
- 🔒 Food is not permitted inside of the gymnastics hall; children may bring water in an appropriate sports bottle for their session
- 🔒 Long hair should be tied back securely
- 🔒 Participants should attend each session dressed appropriately (leotard/sports clothing); children participating in trampolining should wear socks; those participating in gymnastics should be bare foot
- 🔒 All jewellery and accessories must be removed (this includes stud earrings)
- 🔒 Mobile phones are to be switched off and left with personal belongings
- 🔒 Chewing gum is strictly prohibited
- 🔒 Poor behaviour or bullying of any kind, by either a parent or a child is not tolerated at the Club
- 🔒 Gym users should show respect to coaches, obey all gym rules and set a good example to others in the gym
- 🔒 Parents and other spectators are not permitted inside of the gymnastics hall or office unless invited by a coach

You can find a copy of our full [Codes of Conduct](#) (for Gymnasts/Gym Users, Parents/Carers/Visitors, Staff/Coaches/Volunteers) on the [Policies](#) page of our website.

Personal Belongings

South Durham Gymnastics will not be held responsible for the loss of personal items. Items found within the gym may be placed in our lost property bucket for a limited period before being donated to a charity or otherwise discarded.

We encourage all of our members to clearly label their belongings.

Parental Viewing & Photography

Parents/carers are welcome to view their children's sessions from the Club Viewing Gallery.

Please Note: There is strictly NO photography/video recording of gymnastics/trampolining sessions; this is to ensure the safety and safeguarding of all of our members.

You can find a full copy of our [Viewing Policy](#) on the [Policies](#) page of our website.

Arrival & Dismissal

All participants under the age of 18 must be dropped off and collected from within South Durham Gymnastics main building, where our coaching team are responsible for the safety of your child. South Durham Gymnastics may prevent participants from leaving the premises until a parent or person responsible for collection is present within the building. Exceptions to this must be arranged via our Office.

Please notify a member of the South Durham team if your child will be collected by somebody not known by the gymnastics centre, such as an immediate family member or friend.

Health, Accidents & Injuries

Your child's health and well-being is our utmost priority. South Durham Gymnastics may refuse your child's right to take part in a session if they feel that doing so will compromise the safety of themselves or others in any way.

Accidents are an unfortunate, yet an inevitable risk of sporting participation. South Durham Gymnastics will make every effort to minimise the risk of accidents occurring within the gym by use of appropriate equipment, training aids, teaching methods and qualified staff.

As a member of South Durham Gymnastics, you allow our staff to provide the appropriate first aid treatment in which they are qualified to administer to help care for your child in the event of an accident.

In the unfortunate event of an accident within the gym, parents will be contacted as soon as convenient following the appropriate medical provision being provided to the child. In the event of your child requiring external medical provision, such as a trip to hospital, our staff may accompany your child in an ambulance until you are present with them.

Policies & Procedures

Membership & Fees

As you sign up for a block of classes, you are officially classed as a member of South Durham Gymnastics.

As a member of the Club, your child will retain their class space as long as you re-register for the subsequent block of classes within the prescribed timeframe.

Re-registration typically happens halfway through a block – you will be sent an email with advanced notice of this. To guarantee your (child's) space in the class, you must complete re-registration process (accept invitation and pay invoice) by the nominated deadline. If you do not accept your space by this date, we will presume you no longer wish to attend the sessions, and the place will be offered to someone on the waiting list.

If you are unable to make the payment by the re-registration deadline – please contact the Office, and we will happily extend the payment date for you.

Cancellations & Refunds

SDG is under no obligation to refund or transfer your money if you are unable to attend part of or the entire course, however, we will do our best to accommodate refunds, should your child not wish to return to their sessions.

Full Refunds: Will be issued to those who cancel their child's space before the new block of classes begin, with no cancellation fee.

Part Refunds: Will be issued for the number of remaining sessions, minus a cancellation fee, should your child not wish to return part way through a block.

Should your child suffer an injury which means they cannot attend the remainder of their gymnastics/trampolining sessions (e.g., broken ankle), SDG will hold the space and provide you with an appropriate discount code for the next block of classes.

In each of the above instances, you must contact/speak to the Office Manager: 01388 811877 / gym@southdurhamgym.co.uk

We regret that we are unable to offer an alternative for missed lessons. Unfortunately, what seems like one simple request is an impractically huge administrative task when spread across hundreds of SDG members.

South Durham's full Registration & Payment Policy can be found on the [Terms & Conditions](#) page of the website.

Discipline & Bullying

South Durham Gymnastics has a strict Anti-Bullying Policy which can be found on the [Policies](#) page of the website.

Bullying of any kind will not be tolerated and may lead to suspension or termination of membership at the club.

Social Media

South Durham Gymnastics utilises and encourages the use of social media platforms and sees it as an opportunity to share success.

As parents/guardians, you likely have your own platforms, and we encourage you to follow us on Facebook and Instagram (@SouthDurhamGymnastics). We also understand that lots of our members have their own social media profiles too, and as a parent/guardian we feel you are best positioned to make decisions on when they are allowed to adopt an account.

We politely request that any gymnastics posts, linked to your child and/or South Durham Gymnastics are kept positive and supportive. Should you have an issue or complaint, we would appreciate this being aired through more appropriate channels e.g., phone call, email, face to face.

Please remember that it is not appropriate for your child or yourself to befriend a coach's personal account or message them via social media. Whilst we encourage good working relations between coaches, parents and gymnasts we do not want this to infringe on personal time, outside of the gym, and want to keep the relationship friendly yet professional.

For further details and to read the Club's Social Media Policy, please visit the [Policies](#) page of the website.

Staying safe online is paramount; here are 10 top tips we encourage you to share with your children if they have social media accounts:

- 🔒 Don't post any personal information online – like your address, email address or mobile number
- 🔒 Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore
- 🔒 Keep your privacy settings as high as possible - ideally completely private
- 🔒 Never give out your passwords
- 🔒 Don't befriend people you don't know
- 🔒 Don't meet up with people you've met online. Speak to your parent or carer if people suggest you do
- 🔒 Remember that not everyone online is who they say they are
- 🔒 Think carefully about what you say before you post something online
- 🔒 Respect other people's views, even if you don't agree with someone else's views, it doesn't mean you need to be rude
- 🔒 If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately!

(Source: www.safetynetkids.org.uk/personal-safety/staying-safe-online/)

Welfare

Your child's welfare is of our utmost importance. If you are concerned about the welfare of your child, or another member of South Durham Gymnastics, please refer to our Safeguarding & Protecting Children Policy. This can be found on the [Policies](#) page of the website.

South Durham Gymnastics have 3 Welfare Officers – Melissa Spence, Alison Gargan and Becca Armstrong. You can contact them directly by emailing: welfare@southdurhamgymnastics.co.uk

Alternatively, you can contact one of the Region's Welfare Officers:

- ✉ Enid Harrison - enid.harrison@british-gymnastics.org
- ✉ Lynda Kouache - north.rwo@british-gymnastics.org

Your South Durham Gymnastics Account

It is important that you keep the details on your child's account updated as this serves as our primary information source for your contact details as well as any medical conditions your child may have. In addition to sending out communications and re-registration invitations, your account is also where you are able to access our:

- ✉ Privacy Policy
- ✉ Photography Policy for South Durham & Pink Leisurewear

You can access your account via the following link: <https://members.southdurhamgym.co.uk/login>

If you have forgotten your password, you can reset it in one of three ways:

- Mobile Devices: Click on the menu icon at the top left-hand corner of the page, and follow the 'Forgot Password' link
- Desktop: Select 'Forgot Password' located beneath the South Durham logo on the top left-hand side of the login page
- Call the Office: 01388 811877

Frequently Asked Questions

Do classes run through the school holidays?

All of our recreational classes continue to run throughout half terms and the Easter school holidays but break at Christmas (2 weeks) and typically for between 4 – 6 weeks during the Summer. Class dates are always communicated in advance. During the Easter and Summer holidays, we run additional sessions & camps.

We are going on holiday for two weeks during term time, can we have a credit/refund for these two weeks?

Unfortunately, no. Fees are payable for the full block in advance and credit/refunds are not given for missed lessons.

If we are unable to attend a lesson for one week, can we swap to another?

No, classes are non-transferable.

Can non-members attend holiday camps?

All camps are open to members and non-members alike, and spaces are offered on a first come, first serve basis.

My child would like to do more gymnastics, is this possible?

Absolutely! If your child is already taking part in recreational sessions, during the next re-registration period, simply call/pop to the office and ask for your child to be added to an additional session.

We also offer Private Lessons and Holiday Camps during the Easter and Summer holidays. This as a fantastic way of increasing your child's skill level!

How do I sign up my other child(ren) up to gymnastics?

We require each child to have an individual account with us at SDG – unfortunately we are unable to host siblings on the same account. You will need to enrol each child online (www.southdurhamgym.co.uk/register) and select the class(es) you would like them to attend. When a space becomes available in the appropriate class, an email invitation will be sent to you.

I have missed the re-registration period; can my child still take part in their class?

Unfortunately, if you have missed the opportunity to re-book your child into their class during the re-registration period, we cannot guarantee your child a space. If you call the office on 01388 811877, we may be able to find you a space in an alternative class.

How do I go about changing my child's class?

If you need to change classes, please contact the Office on 01388 811877, gym@southdurhamgym.co.uk, or come in and speak to us. You can change the day, time or discipline according to your child's age and class availability. Please note that you may need to wait until the start of a new block to change classes.

Leaving SDG

If you have decided not to return to your sessions at South Durham Gymnastics, please let us know why. We welcome all feedback as we aim to improve our services for our existing and future members. Simply drop us as email at: suggestions@southdurhamgym.co.uk.

My child is interested in competing in gymnastics – how do SDG's Squads work?

Please see our Squad Summary section below for further details 😊.

Summary of Squads

Many of our members are keen to understand how our Competitive/Squad programme operates.

Regardless of age or ability, our coaches constantly monitor our participants to help them achieve their very best. In the instance where a coach identifies a gymnast with potential – their name, age and class noted down shared with the Club's Manager.

As/when space(s) becomes available within our Squads, the Club Manager will arrange a trial for the children that have been talent identified. This may be via a one-off session within the school holidays with other recreational children that have been talent identified, or by individual invitation take part in a session with an already existing squad.

South Durham Gymnastics have a number of Squads based upon gymnast age and ability. It is important to note that gymnasts do not start competing until the age of 8.

A flow chart detailing the pathways and progressions of our squads can be found on the following pages.

Mini, Junior & Senior Prep

For gymnasts that have been talent identified within one of our Recreational sessions;

- ✦ Mini, Junior and Senior Prep gymnasts train 1 hour a week, whilst maintaining their weekly Recreational / Pre-School session

This Squad helps our gymnasts develop the fundamental skills across Vault, Bars, Beam and Floor, required to potentially move into one of our competitive squads (Mini Squad or Preparation Squad).

Mini Squad

For gymnasts that have been talent identified within one of our Recreational sessions;

- ✦ Mini Squad gymnasts train 2.5 hours a week

This Squad helps our gymnasts develop the fundamental skills required to move into one of our competitive squads, either Development or Foundation.

Preparation Squad

Our Preparation Squad gymnasts train twice a week for a total of 2.5 hours. Whilst they train across all 4 pieces of apparatus, their competitive focus is aligned towards Floor, Vault and Range & Conditioning.

Gymnasts in this Squad will typically compete in 2/3 local competitions a year.

Development Squad

Our Development Squad gymnasts train twice a week for a total of 3 hours. Gymnasts in our Development Squads train and compete on all 4 pieces – Vault, Bars, Beam and Floor.

Gymnasts in this Squad will typically compete up to Regional Level, in 3/4 competitions a year.

Advanced Squad

Our Advanced Squad gymnasts train three times a week for a total of 6 hours. Gymnasts in our Advanced Squads train and compete on all 4 pieces – Vault, Bars, Beam and Floor.

Gymnasts in this Squad will typically compete up to Regional Level, in 3/4 competitions a year, and are also invited to take part in the prestigious *Pink Ladies Invitational* competition.

Foundation Squad

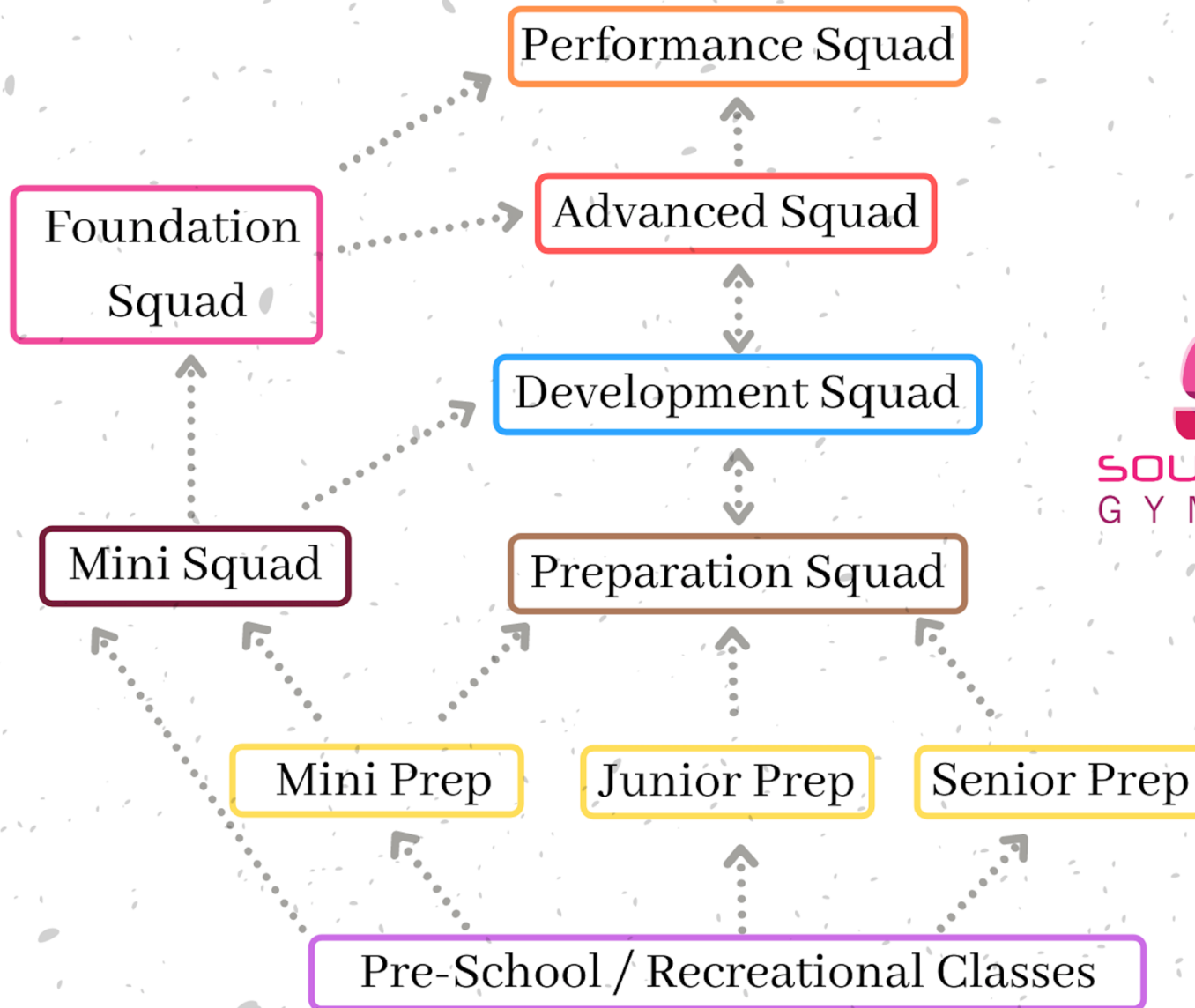
Our Foundation Squad gymnasts are made up of gymnasts of similar age and ability with the aim to further develop the fundamental skills needed for high level gymnastics. Gymnasts in the Foundation Squad train for a total of 6 hours per week and have the potential to move into either our Advanced or Performance Squad.

Performance Squad

Our Performance Squad is made up of different groups, based on age and ability. Being part of the Performance Squad can see your gymnast train anywhere between 10 and 17.5 hours a week – aiming for Club representation at National competitions and beyond!

Should your child progress into any of our Squads, they will be provided with our **Competitive Squad Handbook**.

South Durham Progression Pathways



Additional Information

Parties

Available on Saturday afternoons!

What better way to celebrate a birthday than in our gymnastics jungle?! Party guests will make full use of our facility and equipment whilst being supervised by our experienced coaching team. After an hour of fun, they even get to eat in the South Durham Diner for a special birthday meal!

Further details can be found on our website:
www.southdurhamgym.co.uk/product/party-booking/

Call us on 01388 811877 to check availability and to book!

Pink Leisurewear

South Durham Gymnastics is home to 'Pink Leisurewear' and is lucky enough to have its very own shop within the Gymnastics Centre.

Pop along to check **Pink's** extensive range of leotards and crop tops, as well as South Durham Gymnastics club clothing.

All of Pink Leisurewear's stunning designs can be found on their website:
www.pinkleisurewear.co.uk

South Durham Diner

The SDG Viewing Gallery is also home to the South Durham Diner.

Ran by Wendy and her wonderful team, the South Durham Diner boasts a selection of hot and cold drinks, sandwiches and wraps, as well as other savoury & sweet treats!

We politely request that anyone using the viewing gallery only consumes food & drink purchased at the Diner.

Thank you for your support ☺!

Contact Us

Do not hesitate if you ever need to get in touch with us! You can get in touch with us via phone / email on the contact details below:

01388 811877
gym@southdurhamgym.co.uk



For all of our latest updates, promotions and celebrations, make sure you follow us on social media: **@SouthDurhamGymnastics**

Thank you for reading!