



WAVENEY GYMNASTICS CLUB

104 Notley Road
Lowestoft
NR33 0UG
01502 501419

www.waveneygymnastics.org
admin@waveneygymnastics.org

HEALTH AND SAFETY POLICY AND PROCEDURES

Health and Safety Strategies:

The Waveney Gymnastics Club is committed to the promotion of the highest standards of health and safety for all members, staff and visitors. To ensure this, we implement the following strategies:

Risk Assessments: We have carried extensive risk assessments on all areas of activities in the gym and have recorded potential hazards and strategies for eliminating or reducing potential hazards. These risk assessments are reviewed regularly and at least annually, and all relevant information is passed on to coaches.

Safety Checks: As a minimum a suitably qualified contractor carries out an annual full inspection and repair service and the Gymnastics Co-Ordinator and Assistant Gymnastics Co-Ordinator's do interim safety inspection checks at weekly/monthly intervals. All findings are recorded, and any relevant information is passed on to coaches.

Coaching Handbook: All coaches are issued with an up-to-date coaching handbook that contains health and safety information and coaching guidelines. All policies and procedures are reviewed regularly.

Training: All our coaches are trained by BG qualified tutors or relevant training providers to ensure they have the appropriate level of gymnastic training. Where appropriate we carry out in house Health & Safety training. We have many coaches qualified in First Aid Emergency Training for An Appointed Person, and having attended a Safeguarding Children Awareness Course, and all are Enhanced DBS checked.

WGC Health and Safety Guidelines: WGC expects all its coaches to ensure that the safety principles and codes of practice contained in this handbook are implemented and always upheld. As part of their duty of care responsibilities coaches must be aware of the following guidelines:

Safety and Responsibility in Gymnastics: All coaches owe a duty of care to those being coached. This is particularly relevant where children are concerned because the law will consider the coach to be in loco parentis. A general duty of care is owed to the participants to exercise reasonable care for their safety both in training and competition. This means that the coach has a responsibility to carry out his or her coaching duties with reasonable skill and in a prudent and caring manner.



WAVENEY GYMNASTICS CLUB

104 Notley Road
Lowestoft
NR33 0UG
01502 501419

www.waveneygymnastics.org
admin@waveneygymnastics.org

Coaching Qualification Guidelines: All our coaches follow the British Gymnastics coach education programme, which recognises a coaching structure comprising of five levels of qualification covering each of the disciplines.

British Gymnastics sets out the following guidelines with respect to coaching qualifications:

1. The minimum level of qualification required to take responsibility for a class is Level 2, however, a Level 1 coach can take a group under the supervision on a level 2 Coach.
2. Coaches should only work on the sports specific areas in which they are qualified and only to the level for which they are qualified.
3. Assistant Coaches or Level 1 may work under the direction of a Level 2/ Club Coach (or higher) who has agreed to be a mentor coach but must not operate unsupervised. The mentor coach will assume overall responsibility for all aspects of the gymnasts' training programme.
4. British Gymnastics requires that Coaches should update or revalidate their Coaching Qualification every four years to ensure they are up to date with regards to coaching practices etc.

Gymnast to Coach Ratios: To ensure that a safe and effective coaching situation is maintained we work to the following ratio of participants to Coach taken from (BG Gymnast to coach/teacher ratio)

1. Pre-School classes 6 participants to 1 coach
2. Parent and Me classes 20 participants to 1 coach -Recreational classes 8 participants to 1 coach. Maximum ratio 16:1
3. Trampoline 8 participants to 1 trampoline or 16 participants to 1 coach, the coach in charge must also ensure that the person/s sliding the "push in mat", if not a qualified coach, is trained, experienced, of sufficient maturity and familiar with the performer
4. Adults can work at the same ratio as children

Medical Considerations: The health status of each participant should be known by the coach(es) and be completed by the parent/carer on the relevant section of the Registration Form, before the commencement of a training session or competition. If a coach knows of any medical condition or injury that might adversely affect the gymnast's health if he or she were to train or compete then appropriate medical advice should be obtained before the participant undertakes any physical activity. If a medical advisor recommends that the participant should not train or compete, the participant should not resume training until a medical advisor has confirmed that she/he may do so. Parents/carers should advise the coach/s prior to any session if their gymnasts have incurred any medical condition or injury.



WAVENEY GYMNASTICS CLUB

104 Notley Road
Lowestoft
NR33 0UG
01502 501419

www.waveneygymnastics.org
admin@waveneygymnastics.org

Safety Procedures: Coaches must be aware of the first aid procedures detailed in documents placed around WGC Centre and the fire procedures detailed documents placed around WGC. It is essential that coaches know the location of the nearest telephone, the first aid box, accident book, emergency exits and fire extinguishers.

Gymnastic Clothing: Coaches and gymnasts must be dressed appropriately for gymnastic activities. Gymnasts should wear clothing that does not impede the freedom of movement required by the activity but is not too loose as to constitute a hazard. The wearing of jewellery during training is prohibited, unless outlined in British Gymnastics Body Piercing and Adornment Policy. Long hair may become a hazard and must be tied back to avoid accidents. Coaches must remove all jewellery when entering the gym and be wearing the correct Waveney Gymnastic Uniform.

Apparatus Checks: NB. although regular checks are undertaken/arranged by the full-time coaching team, **YOU** must make visual checks to ensure that all apparatus is safe **at the time of use**. You must check that the correct adjustments are made (where this is relevant) and that all safety bolts/screws/fixings are tightened and secure. **YOU** should frequently check the location of gymnastics apparatus to ensure that sufficient space and height is maintained around the apparatus. Apparatus must be used and maintained in accordance with the manufacturer's instructions or recommendations. **It is essential that any problems or potential problems are reported to the Gymnastics Co-Ordinator or Assistant Gymnastics Co- Ordinators as soon as possible. There is a maintenance book in the office for reporting concerns, any report placed in this book must also be brought to the attention of the Acting Head Coach.**

Safety Guidelines for Use of Gymnastics Apparatus: Coaches are responsible for ensuring that apparatus is used appropriately and with due care and attention. You must also ensure that the gymnasts you are responsible for are aware of how it should (and should not) be used. As members of a coaching team, we all have a responsibility to make sure apparatus is not left in a way that could constitute a danger to other users of the gym. It is of course a matter of 'good housekeeping' that moveable apparatus is returned to the appropriate place after use. We all have a clear responsibility to ensure that potentially dangerous pieces of apparatus (especially rebound apparatus) are not left in a position where they could be used (or worst of all misused) without adequate supervision. This responsibility could equally apply to a floor bar or other piece of small apparatus being left out if someone were to trip over it.

Adjustment of Apparatus: The apparatus should be adjusted as necessary to suit the needs of the participants, but care should be taken to ensure that all adjusting devices are secured after use.



WAVENEY GYMNASTICS CLUB

104 Notley Road
Lowestoft
NR33 0UG
01502 501419

www.waveneygymnastics.org
admin@waveneygymnastics.org

Particular attention should be paid to ensure that a complete length of screw thread on all tensioning or adjusting devices is maintained at all times.

Provision of Suitable Matting and Padding: As coaches we must be diligent in providing a safe environment for our gymnasts. The selection of matting is an important factor and should be made based on functional suitability and safety with reference to the following factors:

1. Matting should be non-slip; in good condition; free of damage; and coaches and gymnasts must be vigilant in ensuring that gaps do not appear due to the separation or slipping of matting.
2. Additional matting or a safety mat(s) should be placed upon the base matting particularly when the participants are inexperienced in the activity.
3. Matting or padding should also be placed around parts of the apparatus against which the gymnast may collide in the event of a fall or failed attempt at an activity - especially during the early learning stages.

Supervision: Coaches **must not** leave their group unattended at any time. If, in an emergency, a coach must leave the gym they must ask another coach to supervise their group. If no coach is available, they should instruct the group to sit and wait. **It is not acceptable practice to leave a group working in the gym unsupervised at any time whatever the reason.** The level of supervision must be adequate in relation to the activity being undertaken and the age and experience of the gymnast. Obviously, by their nature some activities are potentially more dangerous than others e.g., a group may be asked to undertake specific preparation or conditioning activities with minimum supervision whereas it is not acceptable to leave a group unattended whilst they are involved in any sort of rebound activity. **Coaches are asked to leave mobile phones in the main office or switched off or to silent unless there are exceptional circumstances, which is to be arranged with the Gymnastics Co-Ordinator prior to the session, otherwise the use of mobile phones in the training hall is strictly prohibited. The Acting Head Coach is the only person allowed to use their mobile device in case of an emergency.** If in doubt as to what constitutes adequate supervision, please ask the Gymnastics Co-Ordinator or Assistant Gymnastics Co-Ordinator.

Punctuality/Reliability: From a safety point of view, as well as setting a good example, it is important that coaches are punctual. If for any reason a coach is unable to get to the gym on time, they should call the office so that we can ensure that their gymnasts are adequately supervised. The same applies if a coach is going to be absent. If an absence is known in advance a Holiday Request Form must be completed and signed by the Gymnastics Co-Ordinator or Assistant Gymnastics Co-Ordinator in their absence at least four (4) weeks in advance so that adequate cover can be arranged. The warmup is an integral and important part of a gymnastic session and



WAVENEY GYMNASTICS CLUB

104 Notley Road
Lowestoft
NR33 0UG
01502 501419

www.waveneygymnastics.org
admin@waveneygymnastics.org

as such should be closely supervised at all times – this is important so that discipline is maintained and so that coaches can ensure that their gymnasts are preparing themselves properly.

All coaches are to participate in warmups wherever possible.

Planning and Assessment: Planning is an integral and important part of gymnastics. Coaches have a responsibility to make sure that they have sufficiently detailed aims/goals agreed with each gymnast that are challenging yet achievable. They can then plan a programme for the gymnast that will help her/him to achieve these goals. Goals set might be in terms of specific moves or a target for a particular competition. It is also good practice to make regular assessments/appraisals that will give an indication of how a gymnast is progressing. This will then give a coach the opportunity to evaluate the goals set and if necessary, make changes to the gymnast's individual training programme. As part of the process coaches should continually assess coaching methods and procedures to ensure the safety of the gymnast.

Motivation: Motivating gymnasts is an integral part of being a successful coach. Our aim is to encourage intrinsic motivation where gymnasts want to achieve their agreed goals mainly for the sense of satisfaction it gives them. Coaches must be aware of the impact that a negative or critical approach can have upon a child – especially if used over a prolonged period. It is widely accepted that a positive, constructive and encouraging approach is far more effective. **WGC coaches are expected to be positive and encouraging and always act in the best interests of the child.** The vocabulary we use as coaches is extremely important as, no matter what tone of voice it is delivered in, words like 'rubbish', 'hopeless' and 'useless' will eventually undermine a participant's confidence. Use of an aggressive tone in dealings with children is totally unacceptable. Depending on the circumstances it is understandable if a coach feels the need to raise their voice to emphasise a point or reinforce an instruction – especially if a safety issue is involved. It is not acceptable, however, for a coach to continually shout and/or criticise their gymnasts as this may be interpreted as 'bullying'. **Our overall aim is to increase a participant's self-confidence and anything that undermines that is to be discouraged.** Gymnasts should be treated as individuals and should not be set against their peers with unfair comparisons. If any coach feels that another coach is not abiding and adhering to this practice, they are to inform the acting head coach.

Food and Drink: For safety reasons coaches are asked not to take food and/or drinks into the training areas. The cafe area is set aside for this purpose, the office is not to be used as a communal area for coaches to gather. Any drinks taken by the coaches into the training hall must be drunk and kept away from the gymnasts in the storeroom. We understand in exceptional circumstances for the correct supervision of gymnast's food can be taken into the training hall and consumed in the storage area.



WAVENEY GYMNASTICS CLUB

104 Notley Road
Lowestoft
NR33 0UG
01502 501419

www.waveneygymnastics.org
admin@waveneygymnastics.org

Transporting Gymnasts in your car: If you are taking gymnasts to a competition or training event (any event outside club premises) you will need to have written permission from the parent (see attached form). **You will need to confirm with your insurers that you are covered for carrying gymnasts as it may be deemed to be linked with your job and therefore not covered by your policy. If the above is not complete WGC (Waveney Gymnastics Club) cannot be held liable for any action that make be taken as a result of this not be completed.**

Taking Gymnasts Away: If you are taking gymnasts to any event involving an overnight stay you will require written permission from the parent (see attached form). You will need to clear about what the supervisory arrangements will be and who will be responsible for the gymnasts' welfare. In the event of a training camp organised by BG there should be a nominated person responsible for the welfare of the gymnasts otherwise you should assume that it is your responsibility.

Photographic and video permission: Written permission must be sought and obtained from parents/carers to photograph and video gymnasts for any purposes (see attached form).

Age and Level of Participation: Participants will only be allowed to undertake gymnastics at a level at which it is safe for them to participate. Factors that influence this include the chronological age of the child, physical and psychological age characteristics, gender and stage of development of the participant. Consideration must also be given to the type of activity, suitability of the facility, and the needs and desires of the participants. When planning the training programme and number of training hours a coach must pay particular regard to the maturation age, stage of development, intensity and variety of activity.

Preparation of the Gymnast: The physical and psychological preparation of the gymnast is a critical safety factor. Appropriate strength, flexibility and body awareness together with psychological factors must be developed prior to teaching a skill, all coaches of WGC are to adhere to the flexibility guidelines online in the Flexibility training for gymnasts. The use of carefully selected progressive sub-skills that relate to the complete skills is accepted good practice and is essential for safety and long-term development.

Overuse Injury / Overtraining: Excessively repetitive exercises or poor technique may lead to 'overuse injuries. A coach must take the necessary precautions to reduce the possibility of this type of injury by varying the programme, ensuring correct techniques are taught, adequate fitness is developed, and suitable apparatus is used. The coach must take into consideration the psychological and emotional state of the performer regarding the demands of the training programme.



**WAVENEY
GYMNASTICS
CLUB**

104 Notley Road
Lowestoft
NR33 0UG
01502 501419

www.waveneygymnastics.org
admin@waveneygymnastics.org

DIRECTORS AND MANAGEMENT OF WAVENEY GYMNASTICS CLUB JANUARY 2023

Revised by	Hazel Densham	Revision 2	February 2024
Approved by	Alex Row		