



New Starter  
Information Booklet



**BOLTON TRAMPOLINE CLUB**

**Payment Details**

We are delighted that you have decided to continue to be a member of our club. Please see below for details of lessons and payments.

Name of member \_\_\_\_\_

Day of lesson \_\_\_\_\_ Time of lesson \_\_\_\_\_

Start Date \_\_\_\_\_

You have been provided with a copy of the Club Handbook which includes the club code of conduct. This explains what you can expect from us as a club, what we expect from you as a parent and from your child as a participant.

There is a Registration and Participation Agreement which must be completed and signed. It must be returned to one of our coaches before you can begin your next session.

You will need to set up a go cardless direct debit. This will come through as an email link and will be for paying monthly fees and annual Bolton Trampoline Club membership. The club membership (£12) will be debited from your account immediately and then will be collected on the 31st January each year.

Monthly fees are £ and are paid a month in advance. These will be debited from your account on the **20th of every month**. Please be aware that the direct debit can take up to five working days to leave your account.

You will then need to pay via bank transfer for the sessions in between the free trial and the start of your direct debit payments.

You will receive an email from our administrator to inform you of the amount to be transferred and the bank details that you will require to make the transfer.

Please include your child/children's name and session day and time as a reference for the payment in order for us to check our accounts.

Monthly direct debits have been calculated to include the late notice cancellation of two sessions per year, closure for two weeks at Christmas and additional Bank Holidays

**If you wish to leave your lesson, you are required to give a notice period of at least one month in writing or by email: chair@boltontrampolineclub.co.uk**

We are affiliated to British Gymnastics as a club. We require all members to also be members of British Gymnastics.

**It is your responsibility to register each participant with British Gymnastics membership through [www.british-gymnastics.org](http://www.british-gymnastics.org)**

Please link your child to Bolton Trampoline Club so that we are able to see their membership.

If you have any further questions or difficulties, please do not hesitate to contact your coach.

**Bolton Trampoline Club Coaches and Committee**

**BOLTON TRAMPOLINE CLUB**

**CODE OF CONDUCT**

**Bolton Trampoline Club consent form (use of images and/or words)**

In order for Bolton Trampoline Club to comply with data protection regulations, it is necessary to obtain your written consent to use your image or words for the purpose of promoting the club. You should only agree to Bolton Trampoline Club using your photograph, film or words if you feel completely happy to do so. You should not sign this consent form if you feel under any pressure or obligation to do so.

**How we may use your photograph, film and words:**

Bolton Trampoline Club may use your photograph, film and words for the purposes of promotion, education and development of the club/sport e.g. to publicise events, in newspaper articles, magazines and other media such as websites, information leaflets, electronic newsletters and presentations.

**What if I change my mind?**

Once an article or image is published and in circulation (e.g. newsletters, website images) it can be copied and used by others. However, you can contact Bolton Trampoline Club at any point and ask us not to use your image or words for any new purposes. We will comply with this request and will also do our best to stop others using your image or words, although we cannot guarantee this. Please note that we will be unable to remove images that have already been used in publications or publicity material.

**How long will the club retain my images?**

*If you do not withdraw your consent, we will retain any images for three years. After three years, images will be reviewed and will be deleted unless they are considered to be of historical importance to the club and are retained as part of the club's archive.*

NAME: ..... DOB: .....

(Person in photograph/film)

ADDRESS: .....

EMAIL: .....

TELEPHONE NUMBER: .....

I consent to Bolton Trampoline Club using my image and words. to promote the club on the website, social media and approved publications

I consent for my image to be shared with British Gymnastics for the purposes of promoting the sport

I consent for my image to be shared with Bolton Trampoline Club to promote the club on the website, social media and approved publications

DATED: .....

SIGNED: .....(Data subject if over 13 years of age)

SIGNED: .....(Signed by parent If under 16)

## **BOLTON TRAMPOLINING CLUB**

### **CODE OF CONDUCT**

On behalf of Bolton Trampoline Club we are pleased to welcome you/your child as a new member.

The aim of the club is to provide a safe, effective and child friendly environment in which the members can participate in trampolining activities under the guidance of appropriately qualified coaches.

We operate an open philosophy and welcome the support of parents or guardians. Wherever possible we will enable you to observe training sessions provided that it does not contravene our Health and Safety regulations. We also encourage and value parental involvement in the club.

The members of the club are organised into groups according to their age, gender, ability, experience and individual needs. Coaches will be pleased to discuss the training programmes and your child's needs with you. We provide a child/member centred, coach led programme and will endeavour to help you/ your child develop to the optimum level of performance.

Our coaches are all British Gymnastics qualified coaches at the appropriate level and have been screened for their suitability to work with children. A Welfare Officer has been appointed by the club to deal with any safety issues ([welfare@boltontrampoliningclub.co.uk](mailto:welfare@boltontrampoliningclub.co.uk)).

Arrangements should be made to escort your child to and from training sessions and events. We would appreciate your child arriving and being collected promptly. For members under the age of 8 we ask an adult stays in the building, for those aged 8-16 an adult must collect them from the hall at the end of the session.

Participants are required to be appropriately dressed in gymnastic/trampolining attire. Sensitive discretion within the bounds of reasonable safety will be shown in particular circumstances. The club has adopted the British Gymnastics policies for Child Protection, Equity and Codes of Conduct. All officials, coaches, members and parents must adhere to these policies.

The annual registration fee does not include membership of British Gymnastics, this must be registered separately by each individual or parent. This encompasses appropriate insurance for participants and the club.

We would be grateful if you complete the attached club registration form and return it together with any fees to the coach responsible for your session.

Bolton Trampoline Club Committee

## **BOLTON TRAMPOLINE CLUB**

### **CODE OF CONDUCT**

#### **CHILD PROTECTION POLICY**

The Bolton Trampoline Club is committed to ensuring that those working with children and vulnerable adults adopt best practice to ensure the health, safety and welfare of the participants and staff.

The club will endeavour to promote the highest standards of care for all members, staff and officials by:

- The adoption of the British Gymnastics Health, Safety and Welfare guidelines.
- The adoption of the British Gymnastics guidelines for the Protection of Children and Vulnerable adults.
- The appointment of a Welfare Officer (Child Protection Officer) to whom grievances or complaints can be made confidentially.
- Ensuring that staff members are suitably trained in Child Protection and Health, Safety and Welfare issues.
- Ensuring that coaches and officials have been screened to confirm their suitability to work with children. Where appropriate this will include DBS disclosure.
- Ensuring that best coaching practice guidelines are followed at all times.
- Ensuring that grievances or complaints are dealt with promptly and in accordance with the grievance procedures.
- Ensuring that a minimum of two responsible adults are present at all training sessions or events.
- Ensuring that the participants and/or parents are aware of the purpose of videoing, filming or photography during training or events.
- Having a zero tolerance level of poor practice, bullying or any potential forms of abuse.

## **BOLTON TRAMPOLINING CLUB**

### **Registration Form & Participation Agreement**

Trampolining and conditioning is a vigorous athletic activity. It involves repetitive contact with the trampoline bed, often whilst inverted or in a variety of landing positions. Due to the nature of the activity there is an inherent risk and the possibility of injury. It is vital for all members to follow the coaches' instructions, safety rules and code of conduct at all times.

Please read the information below and complete the checklist before signing your consent. After the form is complete, please detach and return to the club representative.

**You must be 18 years or older to complete this agreement.**

**Bolton Trampolining Club reserve the right to request proof of age or identity prior to acceptance of this completed form.**

I confirm that I understand the element of risk in trampolining activities and I am willing (for my child) to participate adhering to the safety rules and code of conduct. I have declared any medical condition the coaches should be aware of. I confirm that (my child is) I am physically fit and healthy to participate in trampolining activities and I will advise of any change.	
I give consent for the coaches to act accordingly in the event of any accident or illness and consent that any necessary treatment can be administered. In the event that I cannot be contacted I hereby authorise the hospital to perform any necessary emergency treatment.	
I will inform the club of any changes of emergency contact information.	
I agree to registering as a member of British Gymnastics	
I agree to photographic material of myself (my child) to be used for publicity purposes including the club's website.	
I agree to my (my child's) information to be held by British Gymnastics	
I agree to Bolton Trampoline Club to contact me via email and text message	
I am aware that if my child is under the age of 8 they will require a parent/guardian to be present for the duration of the lesson.	

If your child is over 8 they will need to be dropped off and collected from inside the hall. Please make the coach aware who will be collecting them. If you wish for your child to leave or arrive without supervision, you will be required to fill in the pick up/drop off form.

Name

Signature

On Behalf Of

Date

## **BOLTON TRAMPOLINE CLUB**

### **CODE OF CONDUCT**

#### **PARTICIPANTS**

We are fully committed to safeguarding and promoting the well-being of all our members. The club believes it is important that members, coaches, administrators and parents associated with the club should at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and share any concerns or complaints that they may have about any aspect of the club with the club welfare officer [welfare@boltontrampolineclub.co.uk](mailto:welfare@boltontrampolineclub.co.uk)

As a member of Bolton Trampoline Club you are expected to abide by the following club rules:

- All members must participate within the rules and respect coaches, judges and their decisions.
- All members must respect opponents and fellow club members.
- Members should keep to agreed timings for training and competitions or inform their coach if they are going to be late.
- Members must wear suitable attire for training and events as agreed with the coach.
- Keep all long hair tied back.
- Remove all body jewellery.
- Members must pay any fees for training or events promptly.
- Members must not smoke, consume alcohol or take drugs of any kind whilst representing the club at competitions or other events.
- Members should treat all equipment with respect.
- Members must inform the head coach of any injuries or illness they may have before the warm-up begins.
- Members should not eat or chew gum during a session.
- Members must not use bad language.
- Members should remain with coaches at the end of a session until collected by their parent or guardian.

## **BOLTON TRAMPOLINE CLUB**

### **CODE OF CONDUCT**

#### **PARENTS / GUARDIANS**

Encourage your child to learn the rules and participate within them.

- Discourage challenging /arguing with officials.
- Publically accept officials' judgements.
- Help your child to recognise good performance, not just results.
- Set a good example by recognising good sportsmanship and applauding the good performances of all.
- Never force your child to take part in sport.
- Always ensure your child is dressed appropriately for the activity and has plenty to drink.
- Keep the club informed if your child is ill or unable to attend sessions.
- Endeavour to establish good communications with the club, coaches and officials for the benefit of all.
- Share any concerns or complaints about any aspect of the club through the approved channels.
- Use correct and proper language at all times.
- Never punish or belittle a child for poor performance or making mistakes.
- Always collect your child promptly at the end of a session.
- Support your child's involvement and help them to enjoy their sport.

## **BOLTON TRAMPOLINE CLUB**

### **Registration Form & Participation Agreement**

Name		Address	
Gender (Circle) [ M I F ]		Date of Birth	
Medical Conditions			
Allergies \ Medication of which the club or coach should be aware			

<b>Details of Emergency Contact 1</b>	
Name	Relationship
Tel No (Mob)	Email Address
Tel No (Other)	

<b>Details of Emergency Contact 2</b>	
Name	Relationship
Tel No (Mob)	Email Address
Tel No (Other)	

<b>Details to contact if lessons are cancelled</b>	
Name	Relationship
Tel No (Mob)	Email Address
Tel No (Other)	

# **BOLTON TRAMPOLINE CLUB**

## **CODE OF CONDUCT**

### **Bolton Trampoline Club privacy notice – members**

At Bolton Trampoline Club we take your privacy seriously and will ensure our personal information is kept secure. We provide gymnastics activities and are registered with England Gymnastics and British Gymnastics who govern the sport and offer competitions and events in which we may participate.

#### **How we use information about you**

We need to process information about you or your child for the following reasons:

##### • Contractual purposes

To provide the gymnastics activity you have requested, communicate with you about this activity, changes to our terms and conditions and to process payments (if relevant).

##### • Legitimate interests

To meet the legitimate aims of the club and ensure your child is well supported and safe whilst participating in gymnastics. This includes:

Carrying out any relevant risk assessments:

Some individuals may present with a medical condition that may be a risk of harmed from participating in gymnastics.

It is vital that you share any relevant medical information. We will ask for your agreement to undertake any appropriate assessments.

Identifying any reasonable adjustments and adaptations to support inclusion:

If you or your child has a disability or any special needs, we will review the information you have provided to help us identify any actions we can take to support inclusion. We may need to ask you for more information to help us in this process.

Responding to any comments, questions or complaints you may send us.

Maintaining class attendance records and contact details for emergency purposes.

Filming and taking photos for coaching purposes and/or to promote the club on our website, club social media account and in communications. All film and photos of children will only be published in line with our safeguarding policy.

You have the right to object to any of the above uses of your information by contacting us. Please note that in some cases, this may affect our ability to carry out the things we need to do for you to take part in gymnastics.

##### • Legal reasons

To comply with applicable laws and protect legitimate club interests and legal rights. This includes, but is not limited to the use of your information relating to legal claims and compliance and regulatory activity.

##### • Marketing

With your consent, we may send you information by email, SMS or via social media about club news, activities, products and opportunities that we think will be of interest to you. You can ask BG to stop sending you this information at any point by amending your preferences in 'My Account', or, if applicable, by following the instructions in the relevant communication.

#### **Why we share your information**

We will not share your information with any other organisations except with your consent or in exceptional/emergency circumstances where we believe that the sharing of information about you is vital to protect you, your child or another person.

If you/your child want(s) to enter a competition provided by an external organisation, we will, with your agreement, share the information required to enter the event, usually name, DOB and gender. Most competitions are large events and there are likely to be photographers and people filming.

#### **Individual rights**

You have the right to see the personal information British Gymnastics hold about you. You can log in to 'My Account' at any time to view/amend/delete the information we hold about you on this system. You can also request a copy of any other information we hold by writing to us.

If we do hold other information about you, you can ask us to delete it or correct any inaccuracies. We will either make the requested amendments or provide an explanation as to why we are not making changes.

If you leave the club, you can amend your BG club registration by logging into 'My Account' on the BG website. If you do this, the information you have provided will be archived for 60 days. During this period, you can transfer your information to another club. After this period, the information you have provided will be deleted, except where there is a legitimate and lawful reason to continue to hold your data. In the absence of a legitimate and lawful reason to retain any other information we hold about you, this will be delete after 12 months, unless you re-join the club within that period.

#### **Changes to the privacy notice**

We keep our privacy notices under regular review. This privacy notice was last updated on 1st October 2017.

# **BOLTON TRAMPOLINE CLUB**

## **CODE OF CONDUCT**

### **CLUB COACHES, OFFICIALS AND VOLUNTEERS**

The essence of good ethical conduct and practise is summarised below. All Club Coaches, Officials and Volunteers must:

- Consider the well being and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers based on mutual trust and respect.
- Hold the appropriate, valid qualifications and insurance cover.
- Make sure all activities are appropriate to the age, ability and experience of those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills.
- Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved with club activities.
- Never consume alcohol immediately before or during training or events.
- Obtain prior agreement from the parent/guardian of performers before transporting them anywhere (e.g. training or competitions)
- Never have performers stay overnight at your home.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the British Gymnastics Child Protection procedures.
- Never condone rule violations or use of prohibited substances.
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned.
- Promote the positive aspects of the sport (e.g. fair play).
- Encourage performers to value their performances and not just results.
- Follow all guidelines laid down by British Gymnastics and Bolton Trampoline Club.

## **BOLTON TRAMPOLINE CLUB**

### **CODE OF CONDUCT**

#### **DRESS**

British Gymnastics has a Code of Dress for gymnastic and trampolining activities which is designed to safeguard the participants and coaches. This Code of Dress should be adhered to during training and events, but sensitivity to religious convictions regarding dress should be demonstrated.

Any concessions on dress should be risk assessed within the bounds of reasonable safety. The element of risk should be articulated to the participant (parent or guardian) every attempt to minimise the risk should be adopted.

British Gymnastics would not authorise or condone unsafe clothing and consequently wearing of unsafe clothing may invalidate insurance.

I have been made aware of the statement above, and of the risks associated with concessions made on the code of dress. I accept full responsibility for my decision to participate and indemnify the coach, organiser or British Gymnastics official against any responsibility as a result of my attire.

## **BOLTON TRAMPOLINE CLUB**

### **CODE OF CONDUCT**

#### **Body Piercing and Body Jewellery Policy**

British Gymnastics Body Piercing and Adornments Policy British Gymnastics believes that jewellery and adornments worn in body piercing are inappropriate for safe practice in gymnastics and trampolining. This policy applies to all participants and coaches in training and in events at home and abroad.

##### **Participants**

A person participating with body adornments or jewellery MUST inform the coach and also remove the relevant items to reduce the risk of injury to the participant, the coach and others.

Exceptions to the above policy may be applicable in special circumstances which are outlined below:

**Jewellery that cannot be removed:-** It is acknowledged that in some circumstances, it may be impossible to remove a ring and/or dermal piercings. Should this be the case; the ring must be sufficiently covered with protective tape; and the piercings covered sufficiently in order to eliminate any risk.

**Newly pierced ears** Newly pierced stud earrings need to be covered with protective tape but must be removed as soon as possible (normally after six-weeks). For the avoidance of doubt; any jewellery which can be removed, must be removed.

**Religious and Medical jewellery:-** With regards to the wearing of jewellery; sensitivity to religious beliefs and medical requirements/reasons should be afforded, but safety is paramount and any jewellery that is considered by the coach to be a safety hazard, should be changed or participation may be prohibited. Any concessions on religious or medical jewellery must be within the bounds of reasonable safety. The element of risk should be explained to the coach/participant (parent or guardian) and every attempt to control the risk should be adopted. Examples include the following:

Diabetes Bracelet can be worn; but whilst participation is taking place a sweatband or similar must cover the item in order to eliminate any risk. The coach in charge must also be advised that a participant is wearing the bracelet for medical emergency reasons.

Sikh Kara - Bracelet worn in the Sikh religion; can be worn, but whilst participation is taking place a sweatband or similar must cover the item; in order to eliminate any risk.

Religious Necklaces – Examples are; the Crucifix necklace for Christians or the Mangalsutra necklace as a symbol of marriage for Hindu women. On safety grounds, no participant should be permitted to participate whilst wearing necklaces, be they religious or other.

NB: if a sweatband is used to cover up an item of jewellery when doing vigorous activity, the sweatband should be taped in place to minimise the risk of the sweatband slipping and exposing the item of jewellery.

In all instances above; it is the responsibility of the coach in charge of the session to ensure a sufficient risk assessment has been carried out. If the coach identifies a significant risk to the participant, coach or others, which cannot be controlled satisfactorily, then within the bounds of reasonable safety, the coach MUST prohibit participation. Legitimate health and safety concerns which contra-indicate participation, will supersede any other considerations, be they religious, medical or other. Failure to conform will prohibit the individual's participation on the grounds of reasonable safety and may render the individual's insurance invalid should an accident result directly from non-compliance.