

Constitution of Castleford All Stars Gymnastics Club

01/01/2017

1. Constitution

The club shall be called Castleford All Stars Gymnastics Club (hereinafter called "the club")

2. Objectives

The objectives of the club are;

- a) The club has as its main purpose the provision of facilities for, and the promotion of participation in amateur gymnastics.
- b) Promote such other purposes as may from time to time occur.
- c) Operate a 'NOT FOR PROFIT' policy

The club shall be non-party in politics and non-sectarian in religion.

3. Not for profit

All surplus income or profits the club may generate will be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

4. Membership

- a) The club will have an open membership without discrimination of any type and will be open to anyone interested in the sport of gymnastics regardless of sex, age, disability, ethnicity, nationality, sex orientation religion or other beliefs.
- b) Membership numbers may be limited on a non-discriminatory basis to remain within Health and Safety guidelines
- c) All members will be full members of the Club will have the right to vote, (for minors the voting rights can be transferred to their legal guardian)
- d) All club members will pay a membership fee on an annual basis: the levy to be set by British Gymnastics, no gymnast shall participate without registration.

5. Registration and termination of membership

- a) Any member of the club may resign his or her membership by giving to the acting chair written notice to the effect.
- b) The management committee may by resolution passed at a meeting thereof to terminate or suspend the membership of any member if in its opinion his or her conduct is prejudicial to the interests and objectives of the club provide that the individual member shall have the right to be heard by the management committee before the final decision is made. There shall be a right to appeal to an independent arbitrator made available and provided by the club.

6. Committee

At the AGM in May each member of the committee will offer themselves for re-election by the members, the members (or legal guardian if appropriate) are able to nominate any other member for election to the management committee and subsequently appoint the members of the club's management committee by a vote.

Committee members wishing to leave the committee of their own volition within the running term, should do in writing giving one month notice.

CAS Constitution

7. AGM

An annual general meeting will be held in May at a time and place that is convenient for the members and their legal guardians to be decided by the committee.

8. Special general meetings.

The Chair whenever he thinks fit may convene a special general meeting of the club, this type of meeting may also be convened upon a requisition made to the chairman in writing by at least nine members of the club. Any such requisition shall express the object of the meeting proposed to be called and upon receipt of such a requisition the Chair shall forthwith convene a special general meeting. At least 14 days notice will be given of every special general meeting, specifying the place, the hour and the day of the meeting and the purpose for which such a meeting has been called.

9. Minutes

The club secretary shall cause minutes to be made of all resolutions and proceedings of all of the meetings and such minutes shall, upon question have a vote taken thereon, either at the meeting or at a subsequent meeting, be signed by the chair and when signed by the chair shall be conclusive evidence of the correctness of the entry. Notes of all meetings will be made available to all members to challenge or approve accordingly.

10. Voting

Except as otherwise provided within these rules, every question provided at management committee or other meeting shall be decided by the majority vote of those present and entitled to vote in accordance with these rules and in case of equality of votes, the chairman will have the casting and final vote.

11. Trustees

The club may appoint trustees, who shall be empowered to invest or hold in their own names such funds, land and property of the club as the management committee may from time to time direct. On death or resignation of any of the trustees, the management committee may at any special general meeting appoint other trustees in place. The number of trustees, if appointed, shall not be less than two and not more than three.

12. Accounts

The treasurer shall keep books of accounts and a scrutineer appointed for the purpose for auditing the accounts. Such accounts will be presented at the annual general meeting. Any books and accounts will be made available to any member on request.

13. Annual accounts

At the annual general meeting the management committee shall lay before the members a detailed statement of the income and expenditure of the club for the past twelve months and such a statement shall be made up to the 31st of March. The trustees if any shall at the same meeting lay before the members a detailed statement of accounts made up to the same date.

14. Dissolution

If, at any General Meeting of the Organisation, a resolution be passed calling for the dissolution of the Organisation, the Secretary shall immediately convene a Special General Meeting of the Organisation to be held not less than one month thereafter to discuss and vote on the resolution.

If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Organisation and discharge all debts and liabilities of the Organisation.

CAS Constitution

After discharging all debts and liabilities of the Organisation, the remaining assets shall not be paid or distributed amongst the Full Members of the Organisation, but shall be given or transferred to some other approved charitable purpose, and this is defined as, Martin House Children's Hospice

Michael Jordan
Chairman
Castleford All Stars Gymnastics Club

CHILD PROTECTION POLICY

Castleford All Stars Gymnastics 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 BG Health, Safety and Welfare guidelines.
- The adoption of the BG 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 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 Disclosure & Barring Service (DBS)
- 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 or poor practice, bullying or any potential form of abuse.

GYMNAST TO COACH / TEACHER RATIOS

To ensure that a safe and effective coaching/teaching situation is maintained BG recommends the following maximum ratio of participants to Coach/Teacher.

- Pre-School classes : 8 participants to 1 coach
- General / recreation classes : 16 participants to 1 coach

However, when groups are warming up, cooling down or working on low risk activities on a floor area, the ratio may be increased within the bounds of safety.

For other gymnastics activities the ratio of participants to coach will vary according to the

CAS Constitution

activity, the experience and ability of the gymnast and coach and the type of facility. When working with participants with disabilities a competent assessment of the risk to the participants must be made in determining the ratio of gymnast to coach, which may range from 2 to 1 through to 8 to 1. There should always be a minimum of 3 persons in the gymnasium, one of whom must be an appropriately qualified coach.

Please refer to the Code of Conduct from Trampolining for trampolinist to coach ratios.

Registration taken for each session

All Castleford All Stars Gymnastics Club sessions fall within the guideline laid down by British Gymnastics. All participants are registered separately detailing their coach in any one session therefore, the gymnast to coach ratio can be constantly monitored. As any session drops in number below that recommended by **Castleford All Stars Gymnastics Club** and within BG's guidelines; The Head Coach contacts people on the waiting list and lets them know the availability of the session.

Castleford All Stars Gymnastics Club

Child Protection

Policy Statement

This is to confirm that **Castleford All Stars Gymnastics Club** has adopted the British Gymnastics Child Protection policy.

Signed: **Ange Marsh** (Club Manager / Head Coach)

Date: 01/01/2017

Castleford All Stars Gymnastics Club

Health, Safety and Welfare

Policy Statement

This is to confirm that **Castleford All Stars Gymnastics Club** has adopted the British Gymnastics Health, Safety and Welfare policy.

Signed: **Ange Marsh** (Club Manager / Head Coach)

Date: 01/01/2017

CAS Gymnastics Club

Equity Policy

Is committed to exemplary standards of conduct through the principles of equity and good moral and ethical frameworks.

The club will encourage individuals from all communities to become involved at all levels of participation, coaching, officiating and management.

The club will ensure that all members and staff adhere to the following equity principles.

- i. All persons must respect the rights, dignity and worth of every human being.
- ii. All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability.
- iii. Equity must permeate throughout strategic and development plans.
- iv. An equal professional service will be provided for all participants and

CAS Constitution

discrimination through race, gender or disability will not be tolerated.
v. Sexual and racial harassment and discrimination will be prohibited.

Castleford All Stars Gymnastics Club Code of Conduct – For 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 Welfare officer, following the grievance procedure.

As a member of **Castleford All Stars Gymnastics Club** you are expected to abide by the following club rules:

- All members must participate within the rules and respect coaches, judges (when applicable) 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 respective 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 16yrs or under should remain with coaches at the end of a session until collected by their parent or guardian.

Castleford All Stars Gymnastics Club Code of Conduct - For Parents / Guardians

- Encourage your child to learn the rules and participate within them.
 - Discourage challenging / arguing with officials.
 - Publicly 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.
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- Share any concerns or complaints about any aspect of the club through the approved channels.

CAS Constitution

- 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.
Or inform your coach if a nominated adult will be collecting them on your behalf.
- Support your child's involvement and help them to enjoy their sport.

Castleford All Stars Gymnastics Club Code of Conduct - For 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 (training/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 BG 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.

Departure Procedure

Castleford All Stars Gymnastics Club accepts that from time to time a difference in opinion or personality may lead to a parent/guardian wishing to take their child to join another club. Whilst this situation is unfortunate we accept and respect people's wishes, we ask however one thing;

- The situation is handled in a correct and professional manner. To help in this potentially awkward situation we have designed a procedure we would ask people to adopt and to take note of our grievance procedure.

Please remember when leaving one club to go to another; your child will be in contact with gymnasts' coaches and officials from their previous club. To avoid embarrassment or awkward situations arising;

CAS Constitution

- Please always do things the right way, in a professional manner and with the child's feelings in mind
- Ensure the child has a successful trial and decides to leave "The Club"
- The parent/guardian must inform the coach and club of the success of the trial and their desire to leave "The Club"
- Ensure all outstanding fees are paid in full up to the end of the month of departure
- The gymnast departs from CASGC with our full best wishes and invitation to return at any time.
- The child may be allowed re-join sessions as normal whilst the coach and parent/guardian continue to work to resolve the initial situation.
- When a parent/guardian is unhappy with a situation at the club, coaching or other, they are expected to ask for a meeting with your coach and calmly discuss the situation. If required ask the Head coach to be involved. If it is thought the situation can be resolved, agree a time frame in which to assess the situation and have another meeting.
- If after the agreed time frame a satisfactory conclusion has not been reached. The parent/guardian is to inform the coach and club that they intend to take their child for a trial at another club (identifying the proposed club and when the trial is to take place) and if the child is either unsuccessful in the trial or just decides they do not wish to leave Castleford All Stars Gymnastics Club

Grievance Occurrence Procedure

Request a discussion regarding the grievance with the Coach responsible for the session or Head Coach (as appropriate to the grievance) and with the Welfare Officer in attendance.

NO GRIEVANCE HEARING SHOULD BE HELD WITHOUT AT LEAST TWO CLUB OFFICIALS IN ATTENDANCE

- If happy with outcome of discussion resume membership activities as normal.
- If unhappy with outcome of discussion then put in writing, to the Club Chairman, the nature of the grievance and the detail of the discussion held between the relevant Coach and the Welfare Officer. The grievance will then be discussed at next management committee meeting. Individuals are then informed in writing of The CLUB decision.
- If happy with the outcome of The Clubs discussion/decision resume membership activities as normal.
- If unhappy with outcome of The Clubs discussion/decision a mutual agreement will be made/accepted for the grievance to be heard and a final decision made by an arbitrator.

All CAS club merchandise is available to order via order forms from the Head Coach

CAS Constitution

Castleford All Stars Gymnastics Club

FIRST AID Policy/Procedure

ALL Castleford All Stars Gymnastics coaches have qualified in first aid. On the occurrence of an injury inform the nearest CASGC coach.

Coach will assess the injury and take appropriate action to administer appropriate first aid as required:

- The patient is to then sit out rest of (or part of) that session
- If appropriate first aid has been administered patient can then re-join session.
- Caution - it may be unwise to administer first aid if an ambulance is called for.
- Parents / Guardians are to be informed by CASGC immediately.
- Accident is recorded in the accident report folder and the parent / guardian informed accordingly.

Castleford All Stars Gymnastics Club

Policy for Entering the Gymnasium

1. Persons entering the gymnasium – Only people who appear on the list of coaches and volunteers are allowed to enter the gymnasium (unless specifically requested to by a coach or official). All members entering the gymnasium on a regular basis must have a current VBS (Vetting and Barring Scheme) background check by British Gymnastics / Approved VBS Checker for CAS Gymnastics Club.

2. Payments – Payments of any Fees (ie; Membership, Competition fees etc,) to be made via the Head Coach / Manager or appropriate person designated by them.

3. Attention of gymnast or coach– If contact is to be made with a coach or gymnast, Please do so through either the Welfare Officer, Club Official or Sports Centre Official (available at that time).

4. Discussion with coaches – We understand that occasionally you may wish to speak to a coach however, we request that you respect that the coaches time is for coaching and therefore any request for a discussion be made outside of session times. If other officials are in attendance (Welfare Officer etc,) your request can then be passed to the coach via them or via our club suggestion box.

5. Pre-school – we are required to allow pre-school gymnasts to be accompanied by their parents/carers (bearing in mind youngest participant is age 4 minimum)

6. Young and new gymnasts – Occasionally you will see parents of young or new gymnasts enter the gymnasium with their child, this is a procedure that will continue with the specific acceptance of the coach involved, we hope you understand that entering the gymnasium the first couple of times can be a bit daunting and compassion is required.

7. Development and performance gymnasts - are to be sent in to the gymnasium with the appropriate food, drink and clothing for the session. Gymnasts are to be collected at the door at the end of the session with all the belongings. Where belongings are mislaid contact The Club Manager preferably by gymnastics@castlefordallstars.com or via our Facebook Group.

Fund Raising is an essential part of our club policy. It enables us to buy our equipment. All members are therefore encouraged to help in any fund raising events and parents are encouraged to be active in our fund raising meetings & events.

CAS Constitution

PAYMENT PROCEDURE

WEEK 1

All Fees are due and payment is required prior to training.

WEEK 2

If payment of due fees is not received before the START of the session, your child will not be allowed to join in that session.

Where parents/carers have left the child at the gym, the coaches will allow the child to sit within the gym until they are collected.

WEEK 3

If no payment is received by the start of the session, your child again will not be allowed to join in the session and the place is lost and offered to our oversubscribed waiting list.

Payment can be made via

- Cash
- Cheque (made payable to: 'Castleford All Stars Gymnastics Club')

CASGC vision:

Our collective commitment is to produce through a clear development pathway, from grass roots recreational gymnastics, national and international gymnasts from a less than privileged background that can help Great Britain truly compete on the World Stage in the discipline of artistic gymnastics

***Ange Marsh
Head Coach / Manager***