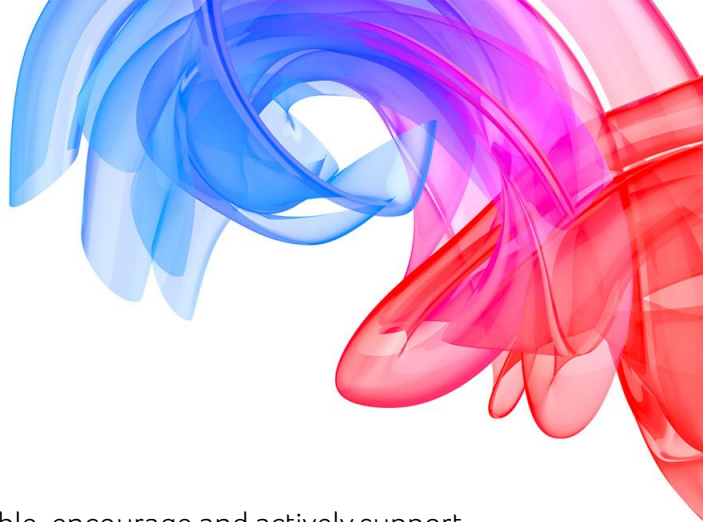




Leisure Centre Scheme

New to the Scheme



Introduction

The Leisure Centre Scheme (LCS) is designed to enable, encourage and actively support Leisure Centres to register their recreational gymnastic programmes with British Gymnastics (BG). The LCS is also available to other leisure providers such as fitness clubs and community centres. Working in partnership, British Gymnastics aims to add significant value to the programmes of leisure providers through two clear shared aims:

1. Raising standards of provision

Promoting and recommending appropriate policies, procedures, guidelines and resources. Providing examples, case studies and up-to-date information regarding minimum, best, and market leading practice.

2. Increasing participation

Facilitating CPD and coach education needs. Support with marketing including BG branded promotional material. Offering and developing practical toolkits aimed at maximising resources such as time, space and coaches.

Benefits to partners of British Gymnastics

- Fully recognised and endorsed programme by the NGB for Gymnastics in the UK, and can be promoted and marketed as such.
- Centres can access all of the support that BG as a governing body can offer such as development, legal, operational and technical services.
- Access and inclusion in local and National BG initiatives such as Conferences, Gymfusions, events, club networking and LTAD pathways.
- All coaches are insured through British Gymnastics.

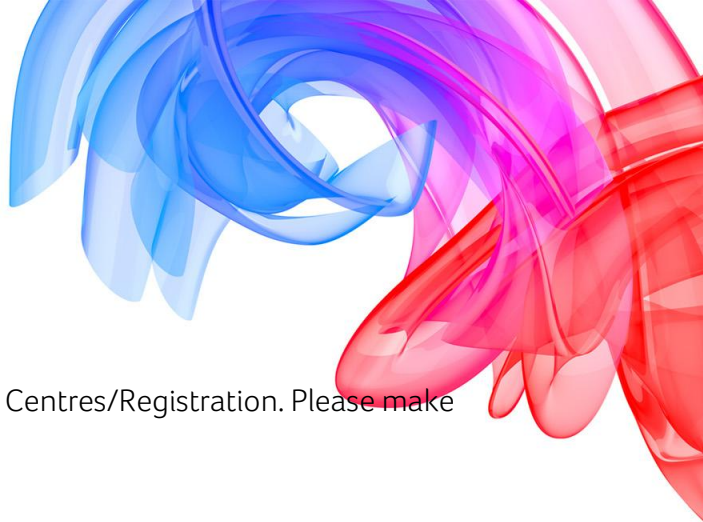
Registration Process

Registering with British Gymnastics and the Leisure Centre Scheme is easy.

a. Speak to us

Please call or email your local Development Officer (see contacts sheet) or The Scheme Manager, Kerry Abrey to talk through your requirements. You can also contact Claire Bell the Leisure Centre administrator on 0845 129 7129 ext 2531 or email claire.bell@british-gymnastics.org

b. Fill out the online form found at:



www.british-gymnastics.org. Click on Clubs/Leisure Centres/Registration. Please make sure you complete all sections accurately.

c. We will then request the following information:

- I. Names, qualifications and DOB's of all of your coaches
- II. Term dates (usually for a year from start date)
- III. Additional information regarding your programme (disciplines, numbers etc.)

d. Sign and return the SLA

On registering with British Gymnastics you agree to our terms and conditions.

e. Agree your method of payment

We will send you a payment structure. Please consider this carefully and return via email when you are ready.

Registration Fees

We are pleased to tell you that there are no annual registration fees, or initial sign up fees, to Leisure Centres or Management Groups registered with The Scheme. We do require that you collect, on our behalf, a small registration fee from each of your participants of £3.50 per term, per place. This can be collected and paid to suit you (agreed through the payment structure). This means that you can charge your customers only for what they use, in line with your own courses. An example of this is as follows:

Term 1: January – April 10 participants @ £3.50 each = £35

Term 2: April – July 20 participants @ £3.50 each = £70

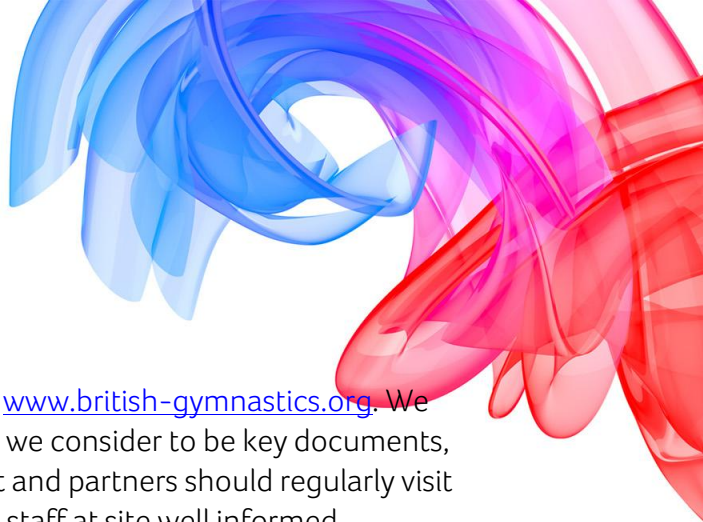
Term 3: Sept – Dec 50 participants @ £3.50 each = £175

Important Notes:

The above fees are applicable site by site. This means that if a participant attends more than one registered venue they will be expected to pay applicable registration fees at all venues. However, any participant who holds British Gymnastics Bronze membership (or higher) can attend any BG registered environment by showing their membership card when signing up (and they DO NOT need to be charged a registration fee)

Policies, Procedures & Guidelines

A crucial part of the agreement between leisure providers and British Gymnastics is that you agree to keep up-to-date with, and implement, our policies procedures and



guidelines. All of these can be found at our website: www.british-gymnastics.org. We have listed here, for your convenience, a list of what we consider to be key documents, and where to find them. This is not an exhaustive list and partners should regularly visit our website in order to keep themselves and related staff at site well informed.

- **Standards of conduct**

Click on About BG/Regulations. This details the required standards of conduct for coaches, gymnasts, parents and clubs.

- **Complaints & disciplinary procedures**

Click on About BG/Regulations. This procedure applies to all those to whom Standards of Conduct apply. These procedures are intended to ensure a fair and consistent approach to the handling of complaints.

- **Health, Safety and Welfare Policy**

Click on Ethics & Welfare/Downloads. This policy seeks to provide a benchmark for safe practise and covers areas such as:

- o Foundation of good practice
- o Safety
- o Gymnasts' Welfare
- o Gymnastics and Health

- **Safeguarding & Protecting Children Policy**

Click on Ethics & Welfare/Downloads. This policy complies with the government guidance 'Working together to Safeguard Children' and sets out how organisations and individuals should work together to safeguard and promote the welfare of children.

- **Safeguarding & Protecting Vulnerable Adults Policy**

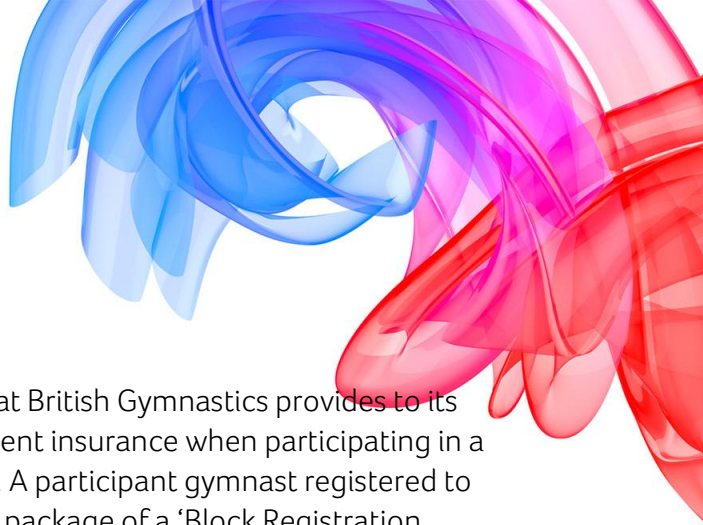
Click on Ethics & Welfare/Downloads. This policy sets out the procedures you need to follow to protect vulnerable adults and what you need to do if you have any concerns.

- **Equality Policy**

Click on Ethics & Welfare/Downloads. The Equality policy outlines:

- o Associations Rules and Responsibilities
- o Legislation
- o Types of Discrimination, Harassment and Victimisation
- o Implementation procedure

- **Insurance**



As part of the comprehensive insurance package that British Gymnastics provides to its coaches you will receive Liability and Personal Accident insurance when participating in a BG recognised activity in a recognised environment. A participant gymnast registered to the LC scheme will receive the equivalent insurance package of a 'Block Registration Scheme' participant, which includes personal accident insurance. For more information regarding insurance please go to www.bg-insurance-centre.com or click on the 'Insurance Centre' link from the British Gymnastics website.

Reporting Incidents

It is important that all incidents that may give rise to a claim are reported to us as soon as possible after the event. This will ensure that you are complying fully with our policy terms and conditions. Notification is required for any incident that involves:-

- A fatal accident
- An injury involving referral to hospital
- Any RIDDOR reportable accident or near miss
- Any allegations of libel/slander
- Any allegations of professional negligence i.e. arising out of tuition, coaching or advice given
- Any investigation under child protection legislation. To notify our insurers of an incident please go to www.bg-insurance-centre.com or click on the 'Insurance Centre' link from the British Gymnastics website.