

Members Handbook

October 2025-October 2026

V3- 13/08/2025

BGC Membership cost £40 per year October 2025-October 2026

About us

Bolton Gymnastics CiC is a 'not for profit' membership organisation. We provide the opportunity for our members to participate in our activities, which include recreational classes, training, camps, competitions, squads and other similar gymnastics activities. We register with British Gymnastics who governs the sport, provides insurance for clubs and individual members and offers competitions and events. It is a condition of British Gymnastics' club registration that all our club members also register as individual members of British Gymnastics. Please complete british gymnastics insurance here <https://www.british-gymnastics.org/memberships>. **All members of the club will need to have insurance and club membership.**

We also affiliate to North West Gymnastics who run competitions and events in which we may participate. Information we collect about you The categories of personal information we process includes:

- Contact details* (gymnast or parent and emergency contacts)

- Gymnast date of birth*
- Gymnast gender
- Any relevant medical conditions and/or disabilities and additional related information

Bolton Gymnastics Club is part of Bolton Gymnastics CIC, Unit 2 Summerfield Road, Bolton, BL3 2NQ

Email: bolton@gymnastics@gmail.com–

Directors: Jessica Carey, Victoria Walsh, Karin Monk & Paul Disley – Company No: 08802611

- Other relevant individual needs for example, information about learning, religious or other support needs. British Gymnastics collects the above information on our behalf when you join or renew your British Gymnastics membership.
- Any individual risk assessments (gymnasts and others if applicable)
- Details of any reasonable adjustments or steps taken to support your individual needs
- British Gymnastics membership details* (which are confirmed by British Gymnastics when you join or renew)
- Gymnast attendance and achievement records.
- Any communications from, to or relating to you
- Details relating to standards of conduct
- Any accident or incident reports including details of injuries • IP address, browser identifier and the time of access (if you use our website)
- Bank details (If you are making regular payments to us or we are making payments to you e.g. for volunteer expenses)
- Experience, qualifications, training and confirmation that you have completed a criminal record check (prospective or existing volunteers). The information marked with an * above is essential for us to provide your membership. It is your choice whether you provide all the information we have requested but not providing information may affect our ability to meet you or your child's needs and to protect their wellbeing. If you are a competitive gymnast, we record other information about you to support your training and participation in competition such as:
- Training and technical information
- Lifestyle information • Nationality (if you are competing at international level) If you attend an event or trip with the club, we will also collect the following information where relevant:
- Dietary requirements and any other relevant information that we need to know to ensure your needs are met; and

- Passport information if the trip is abroad. Our purposes for processing information about you

We use the information we hold about you for a variety of purposes which are outlined below. Data protection law requires us to tell you what our legal reason is for each purpose.

Contractual purposes When you ask us to provide you a service, such as club [membership or registration], gymnastics classes, competitions, trips or other activities [or you buy a product from us] we usually need to use information about you to provide this [product] or service, for example:

- To contact you to confirm arrangements;
- To notify you about changes to terms and conditions;
- To tell you when it is time to renew membership or re-register for activities
- To process payments or send you receipts required.
- To provide you with the benefits and services to which you have subscribed. We do so because it is necessary for the performance of a contract.

Club Contacts

Please note we rarely use the club landline as we are either in the centre coaching or out in a school

General enquiries and information - boltongymnastics@gmail.com

Invoice enquiries- gaynor.boltongymclub@gmail.com

Cheerleading enquiries - elle.bgc@gmail.com

Changing sessions - boltongymnastics@gmail.com

Competition enquiries - boltongymnastics.comps@gmail.com

Parties - karin.bgc@gmail.com

Welfare/safeguarding concerns - welfare.boltongymclub@gmail.com &
Jessica@boltongymnastics.co.uk - 07835152720

Head coaches / Directors

Victoria Walsh

victoriawalsh.bgc@gmail.com

07783617252

Jessica Carey

Jessica@boltongymnastics.co.uk

07835152720

Main Club page - Bolton Gymnastics Club <https://www.facebook.com/boltongymnasticsclub>

Private members page - Bolton Gymnastics club members only -
<https://www.facebook.com/groups/1498844657061738>

Instagram- @boltongymnastics

X- BoltonGymClub

Legal obligations

We have a duty of care to ensure it is safe for you or your child to take part in gymnastics activity and to keep you/them safe while participating.

Some individuals may be at risk of harm from participating in gymnastics activity as a result of a pre-existing condition.

It is vital that you let us know if there is any reason why taking part in gymnastic activity may be unsafe prior to participation.

With your agreement, we will review any information you provide and undertake risk assessments in consultation with yourself and any appropriate trained professionals e.g. medical consultants.

When we ask participants to provide relevant health information such as details of medical conditions, medication needs, allergies or injuries, this is because we have a legal obligation.

BGC Club Rules and Agreements

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 nominated Welfare Officer. As a member of Bolton Gymnastics, you are expected to abide the following rules:

- All members must participate within the rules and respect coaches, Club volunteers, judges and their decisions
- Fees must be paid on the 1st or 15th of each month by standing order. Fees are worked out over a 48 week period which allows us to close for bank holidays, Christmas break and rare occasions when short staffed.
- **Cancellation period is 4 weeks in advance and must be put in writing to the club by email. Failure to make payment will result in membership cancellation.**
- If your financial circumstances have changed and you are finding it difficult to pay fees, please let us know in writing by contacting the club directors. We will treat your request with understanding and in confidence.
- All members must respect opponents and fellow club members
- Members should keep to their agreed timings for training and competitions or inform their coach
- Members must 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 and remove all jewellery including studded earrings.

- Members must pay any fees for training or events promptly
- Members and Parent guardians must not smoke, consume alcohol or take drugs of any kind at the club venue or whilst representing the club at competitions or other events
- Members should treat all equipment with respect.
- Members must inform the lead coach of any injuries or illness they may have before warm up begins
- Members should not eat or chew gum during a session
- Members must not use mobile phones whilst on the training floor or use the photo or video facilities of the phone without express permission of the coach and person being filmed.
- Members must not use bad language
- Members should remain with their coach at the end of a session, until collected by their parent or guardian

Participants behaviour policy

PROCEDURE FOR INAPPROPRIATE BEHAVIOUR SHOWN BY A GYMNAST OR CHEERLEADER

Stage 1: Recorded Verbal Warning

- If a coach feels a gymnast has displayed inappropriate behaviour during training or at competition or a BGC event (such as being persistently disruptive, dangerous behaviour, or not following the BGC's code of conduct) they will be given a verbal warning stating what behaviour needs to stop, and why. -
- On the second occasion the gymnast will be asked to sit to the side of the session for a length of time deemed appropriate by the Coach. The Coach is responsible for explaining to the gymnast why they have been told to sit out. (sent upstairs to the viewing gallery) - On the third occasion, the gymnasts' parents will be called and asked to collect her/him.

- The Coach will record the verbal warning on a BGC's incident form held by the Head Coach stating the date, warning given, reason for it and any specific improvements required within a given date.

It should be discussed with the parent immediately when the gymnast is collected and signed by the parent and coach. - A recorded verbal warning will expire after 3 months if no further poor behaviour has been noted.

Stage 2: Written Warning

- If there is repeated inappropriate behaviour by a gymnast where a recorded verbal warning has already been given in the previous 3 months, or an offence is serious, the Coach will issue a written warning, and this will be approved by the Head Coach, and the Directors shall be informed immediately.
- The written warning should be issued to the gymnast within 10 working days of the incident in the following format: Date of the inappropriate behaviour, factual description of the incident, what the coach's response was at the time, effect of the inappropriate behaviour on the gymnast, other gymnasts and coaches as relevant, any other points, actions for improvement

The Head Coach will try to agree the actions needed with the gymnast and parents/guardians concerned to improve the behaviour.

Gymnasts may then be given a cooling off period where they cannot train or attend any classes or events at the club for a short period of time.

Stage 3: Final Written warning

- A Final written warning is issued to the gymnasts by the Head Coach if the gymnasts has failed to improve in the required timescale or if the misconduct is extremely serious. The format of the Final Written Warning will be the same as for Written Warning. The Directors shall be informed immediately.

A copy will be kept on file for two years and then disregarded.

Stage 4: Suspension or Expulsion Suspension or expulsion from BGC

- This may result if the gymnast's conduct is still unsatisfactory or there is gross misconduct (such as aggressive or abusive behaviour, dishonesty, bringing the BGC into disrepute).
- The decision to suspend or expel any member from BGC will be taken by a Disciplinary Committee, which will be made up of the Head Coach Director and child welfare officer.

A gymnast's parent or guardian can make a written appeal against any written warnings, suspension or expulsion within ten working days.

The appeal should be in writing to the BGC's Child Protection Officer (Jessica Carey / Catherine Walmsley).

If not already involved within the process already, British Gymnastics will be notified for their input. The Appeals decision will be final and it will be communicated in writing to the appealing gymnast within 5 working days of the decision.

Below are Certain high level behaviours will result in an immediate formal written warning:

- Throwing objects and equipment within the gym
- Blatant disobedience and / or disrespect towards the coaches or other gymnasts
- Disrupting any gymnasts training and / or work

- Inappropriate language / swearing
- Spitting at others
- Deliberately hurting another gymnast or gym user or causing an injury to a gymnast due to poor behaviour / indiscipline
- Verbally threaten or physically assault a member of the coaching team
- Bullying and intimidating other athletes either at the club or via social media

Breaching health and safety guidelines Should a gymnast receive a formal written warning resulting from such an incident, they will begin the disciplinary process at stage 2 or stage 3.

Or Instant removal of the club with membership being terminated

Parent / Carer code of conduct

- Encourage your child to learn the rules and participate within them
- Discourage challenging/arguing with officials
- Publicly accept officials' judgments • Help your child to recognize good performance, not just results
- Never force, only encourage 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. Emails can be sent to boltongymnastics@gmail.com or Club Head coaches victoriawalsh.bgc@gmail.com, jessica@boltongymnastics.co.uk

- 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, if under 13 they MUST be collected from inside the gym
- Support your child's involvement and help them to enjoy their sport
- **Ensure fees are paid on time and any problems are discussed with relevant people. Failure to pay fees will result in losing your child's membership at the club.**
- Social media will not be used as a platform to slander the club or any member of Bolton Gymnastics Club. Failure to adhere will result in losing child's membership to the club.

Equity Policy

- The Bolton Gymnastics Club 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.
- All persons must respect the rights, dignity and worth of every human being.
- All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability.
- Equity must permeate throughout strategic and development plans.
- An equal professional service will be provided for all participants and discrimination through race, gender or disability will not be tolerated.
- Sexual and racial harassment and discrimination will be prohibited.

Jewellery policy

British Gymnastics Policy on Body Piercing and Adornments 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.

Jewellery that cannot be removed:- It is acknowledged that in some circumstances, Should this must be sufficiently covered with protective tape; and the piercings covered sufficiently in order to eliminate any risk. The club WILL NOT Provide tape. It's Parent or carers responsibility to tape up piercings

Belly piercings are not permitted and MUST be removed before sessions.

Any concessions on religious or medical jewellery must be within the bounds of reasonable safety.

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 not removing jewellery before training.

Child protection policy

Bolton 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.

Welfare officers : Jessica Walsh - 07835152720 Catherine Walmsley 07786852190

Rebecca Walmsley 07791846216

Email welfare.boltongymclub@gmail.com, jessica@boltongymnastics.co.uk

- Ensuring that staff is 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 Data barring Service
- Ensuring that best coaching practice guidelines are always followed
- Ensuring that grievances or complaints are dealt with promptly and in accordance with the grievance procedures
- Ensuring that a minimum of two responsible adults is present at all training sessions or events.
- Ensuring that the participants and/or parents are aware of the purpose of filming or photography during training or events.
- Having a zero tolerance level or poor practice, bullying or any potential form of abuse.
- Social media will not be used as a platform to slander the club or any member of Bolton Gymnastics Club.
- Parents will be contacted by a coach or official if their child needs to be collected early from the club.

Viewing Gallery

- Parents/Guardians and siblings are welcome to watch their child during training from the view area only.
- **Parents are NOT allowed to record videos or take photos of their children using any camera or phone device through the window.**
- Parents/Guardians must not distract the gymnasts while they are being coached – it can be dangerous to do so.
- Children not taking part in a training session are Strictly Forbidden to go into the gymnasium. All children in the viewing gallery must be accompanied by an adult at all times.
- We ask that the viewing gallery is kept tidy please place all rubbish in the bins provided.

Illness Policy for children

Illness policy for children at Bolton Gymnastics Club we encourage gymnasts where possible not to miss training due to illness however sometimes this is unavoidable.

To enable you to make the decision on whether children are ok to train we have a policy in place. The reason this policy is important is although some illnesses require a child to remain at home for a period of time to prevent the spread of infection and to allow the child to rest and recuperate.

- Children with a temperature of 100° Fahrenheit or higher should remain at home until this has settled.
- Vomiting & Diarrhoea: If children have had more than 2 episodes of sickness or diarrhoea in a 24 hour period they should be kept away from the gym until they have been 48 hours clear of symptoms. Children may return once the reason for change in

bowel has been resolved and if the change is not due to Salmonella, Shigellosis or E. coli infections.

- Hepatitis A: Usually lasts for 1-10 days. Symptoms include skin lesions with several stages including raised pimples filled with fluid or pus and crusted areas. Children should remain out of the gym until skin lesions are healed, or until 24 hours after medical treatment has been started. Impetigo: Extremely contagious that causes sores and blisters on the skin. Antibiotics are recommended and children are no longer contagious after 48 hours of treatment, where they can return to the gym.
- Measles: Symptoms include a bad cold, watery eyes and a rash. Children should be kept out the gym until the 5th day after the rash disappears or when their local health department states patient is non-infectious.
- Mouth sores: Children only need to be excluded from the gym if mouth sores is coupled with drooling.
- Pediculosis (Head Lice): Children should be excluded at the end of the day and until the hair has been treated and there are no nits present. An additional treatment is needed 7 to 10 days later to kill the eggs that have hatched. Using a nit comb is the most effective way to remove lice.
- Pertussis (Whooping Cough): Children should be kept away from the gym until five days after the appropriate antibiotic has been completed or until local health department states patient is non-infectious.
- Varicella-zoster (Chicken pox): Can range from 10-21 days and symptoms include a sudden onset of mild fever, rash on second day as superficial raised pimples, which shortly become filled with clear fluid. Later scabs form. Children should be kept away from the gym until all the lesions have dried and formed scabs, usually within six days of onset of rash.
- Influenza: Usually 1-3 days of symptoms including a sudden onset of fever, sore throat, muscle aches, runny nose, cough, and headache. Children should be kept at home for the duration of the fever and until the child is able to resume routine daily activity.
- Ringworm: Has an incubation period of 4-10 days. The condition may persist and recur for many years. Symptoms include small, reddish, itchy, scaly patches that gradually expand outward, clearing in the middle, forming a flat, spreading ring-shaped lesion with

scaling margins and clear centres. Gymnasts can attend training once treatment is started.

- Strep Throat/Scarlett Fever: Usually lasts 1-3 days with symptoms including sudden onset, with sore throat, fever, tonsillitis or pharyngitis, and tender lymph glands in the neck. Rash, if it appears, usually does so within 24 hours upon the neck, chest, and in the folds of the axilla, elbows, and groin. It appears as a fine, pinpoint rash that can be felt. The face is flushed, with paleness around the mouth. Exclusion from the gym until at least 24 hours after beginning antibiotic treatment, and until they are fever free.
- Eczema: not contagious and therefore does not require exclusion.
- Mumps: Has an incubation period of 14-25 days. Symptoms include general feeling of unwell, high temperature, pain and swelling at side of face. Children should be kept out of the gym until the swelling goes down. Parvovirus B19 (slapped cheek disease): Can last 1-20 days. Symptoms include fever and nasal discharges, red rash on cheeks. Exclude from the gym until rash appears, children are no longer contagious when the rash appears.
- Verrucas and Warts: Often occur on the hands and feet, can be spread particular through water. Gymnasts can train with verrucas and warts but should remain covered to decrease the risk of spreading

Social Networking Policy

In addition to protecting children in the club, members of any club or organisation have a responsibility to that organisation, its staff, officials, and other members to maintain a positive image of the organisation.

This extends to the use of social media publication.

- Parents are encouraged to monitor their children's use of social media in order to protect them and guide them in its appropriate use.
- The purpose of this policy is: - To ensure that relationships between coaches and gymnasts remain professional.
- To protect gymnasts, coaches and parents from allegations of inappropriate conduct.
- To ensure that there are clear guidelines for parents, coaches and gymnasts concerning the use of social media/text messaging
- To preserve the reputation and positive image of the club, its staff, volunteers and members Bolton Gymnastics Club discourages parents from interacting with gymnasts other than their own children via social media/text message.

The following guidelines refer to any posts, photographs, video, status updates and any other item that can be published on social media, which mentions or directs attention to Bolton Gymnastics Club.

- Coaches, parents and gymnasts alike should never post remarks, photographs, and videos disparaging comments or comments that could be perceived as such about the club, coaches, officials or other gymnasts. This may result in losing club membership.

This applies to private text messaging as well as all social media and instant messaging services. This will be deemed unacceptable and the person posting will be removed from accessing all information and access to Bolton gymnastics social media areas.

- Gymnasts and parents should avoid posting any remarks, photographs or video that could be disparaging or embarrassing to another gymnastics club, its members, coaches or officials.
- Gymnasts should avoid social chat with club coaches or officials via any instant messaging or text service.
- Gymnasts or parents should inform the club if at any point they notice a contravention to these guidelines or the guidelines for coaches and officials.
- Parents/Gymnasts must not upload Photographs/Videos to any social media sites if they contain other gymnasts than their own child without prior consent from their parent/guardian.
- Parents/Gymnasts must not upload Photographs/Videos to any social media sites if they contain club coaches/officials/volunteers without their prior consent
- Parents/gymnasts should not contact any coaches or officials whilst they are in their own/free time under any circumstances.
- Parents/gymnasts Slanderous comments or comments of a derogatory nature will be challenged by the management of the club and dealt with appropriately. Please also note the following guidelines for Coaches and Officials: Bolton Gymnastics Club is part of Bolton Gymnastics CIC, Unit 2 Summerfield Road, Bolton, BL3 2NQ Email: boltongymnastics@gmail.com – Tel: 07783617252 07835152720

Directors: Jessica Carey, Victoria Walsh, Karin Monk & Paul Disley – Company No: 08802611

- **Parents must not contact coaches via personal social media accounts, text message or whatsapp. All enquiries relating to your child must be done via email unless child's coach has said otherwise.**
- **Please only contact coaches/officials at appropriate working hours**

BGC & British gymnastics

Privacy Policy

Bolton Gymnastics Club privacy notice – members and volunteers Bolton Gymnastics Club is the data controller and is committed to complying with our legal responsibilities under data protection law. We take your privacy seriously and will ensure your personal information is kept secure. When we collect, use, share, retain or do anything else with your personal information (known collectively as 'processing') we are regulated under the General Data Protection Regulation (GDPR) and are responsible as 'controller' of your information.

This notice applies to you if you are:

- An existing or prospective member of our club;
- A person with parental responsibility for a member;
- An existing or prospective club volunteer or official;



BGC TEAM



Jessica Carey
Managing Director &
company secretary
Head coach
welfare officer
Schools coaching team



Karin Monk
Director
Coach
Events & Party manager



Victoria Walsh
Director & company
chairperson
Head Coach
Schools coaching team



Paul Disley
Director
Club Chairman



Isobel Russell
Admin manager
Head of recreational
Squad Coach
Welfare team



Ellé Percival
Head of Cheerleading
Cheerleading level 2
coach
Squad coach



Heidi Robinson

Recreational & Squad
coach
Club judge
Schools team



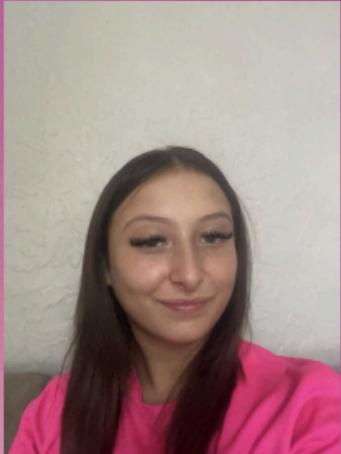
Cath Cardwell

Pre school, Babygym /
Recreational coach
Schools team



Ellie Taylor

Gymnastics level 2 coach
Club Judge



Lucy Jolly

Gymnastics level 1 coach
Boys coach
First aid Auditor



Ellie Branthwaite

Gymnastics level 1 coach
Assistant Judge



Aleicia Peters

Gymnastics level 1
coach
Assistant coach of squad



Sienna Kelly

Recreational
gymnastics coach
Assistant judge



Lacey Smith

Lead coach of
recreational cheer
Assistant coach of
Allstar cheer



**Emmie
Fitzsimmons**

Gymnastics Level 1
Coach



Emily Cook

Recreational gymnastics
coach
Boys coach
Assistant Judge



Ayo

Assistant gymnastics
coach



Alex Liptrott

Assistant gymnastics
coach



Vic Maggianni

Club Judge



Vivien Robinson

Club judge



Amanda Hesford

Club Judge



Becki

Welfare Team



Kirsty

Club Judge



Cath Walmsley

Welfare officer