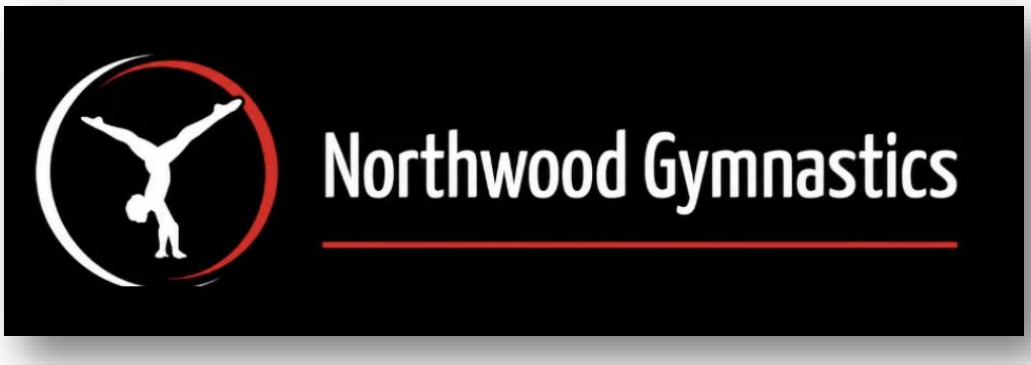


# INVITE CLUB POLICY

# HANDBOOK & INFORMATION

# for

# PARENTS and CARERS

# V1.0 - NOVEMBER 2026

# Northwood Gymnastics: Club Policy & Handbook

## 1.1 About Northwood

Northwood Gymnastics was founded in 1978 and has been owned by Paul Turner since 1996.

We began as a women's club offering four disciplines, reducing to three in 1999. Today, we welcome boys and girls aged 4 to 17 years to train at our club. Additionally, our academy programme supports young adults and gymnasts who wish to build a career in coaching.

Northwood is primarily a recreational club, though we also run Invitational classes. Your child has been selected for one of these programmes by one of our senior coaches.

This handbook outlines what we expect from gymnasts and parents, alongside our pledge to provide excellent coaching.

## 1.2 What is Gymnastics?

Gymnastics is a sport and physical discipline that combines strength, balance, flexibility, agility, coordination, and endurance through various movements and routines.

- **Core Physical Elements:** Tension, spatial awareness, core strength, and motion.
- **Core Mental Elements:** Mental strength, high concentration, perseverance, self-confidence, and trust in the coach.

# 2. Gymnast Commitment and Expectations

## 2.1 Invite Groups

Our Invite groups are for children aged 5 to 17 years who demonstrate potential based on our standards and skill expectations. Selection is based on physical, emotional, and social readiness.

- **Development Gymnasts:** Aged 5 to 8 years (up to the end of School Year 3)
- **Advanced Gymnasts:** Aged 8 to 17 years (School Year 4 and above).

- **Session Length:** All sessions are 1.5 hours long.

## 2.2 Training and Attendance

- **Punctuality:** Gymnasts must arrive on time, ready to start at their scheduled session time, and report to their coaches upon arrival.
- **Attendance:** Gymnasts are expected to attend their booked sessions on a weekly basis.
- **Summer Training** – all Invite Gymnasts are expected to attend training over the summer term at Northwood School Venue. These are included in summer term fees. An email will be sent with expectations and information before payments are taken.
- **Invite Group Requirements:** All Invite gymnasts are expected to attend two sessions per week. During their initial settling-in trial period (usually one term), new invites are expected to attend a second recreational session. Exceptions are only made in special circumstances at the discretion of the Club and Lead Coaches. Following the trial term, all Invite gymnasts must attend two invite sessions per week.
- **Ongoing Assessment:** Throughout the term, coaches continuously assess each gymnast's ability and attitude toward training. If, at the end of a term, a coach feels the Development or Advanced group is no longer suitable, the gymnast will be invited to move to a class better suited to their needs.

## 2.3 Code of Conduct and Dress Code

All gymnasts must adhere to the following rules:

- **Attire:** Wear a leotard when training. A t-shirt may be worn over the leotard, but crop tops are not permitted.
- **Hoodies** are not permitted during training.
- **Hair and Jewellery:** Tie long hair back securely and remove all jewellery before training, in line with the IGA Gymnastics Jewellery Policy.
- **Nails:** Ensure nails are kept short. False nails must not be worn during training.
- **Safety & Instruction:** Listen to and follow all coach instructions. Only attempt skills for which they have been appropriately prepared and authorised by their coach.
- **Equipment:** Never attempt unsupervised skills or use equipment without permission.
- **Health:** Avoid training when unwell or when an injury may affect safe participation. Inform a coach immediately if experiencing pain, dizziness, illness, injury, or feeling unsafe.
- **Respect:** Treat fellow gymnasts, coaches, staff, and club equipment with respect always.

## 2.4 Competition Expectations

All Development Gymnasts are expected to compete in Northwood Gymnastics' local club competitions, including representing the club at our Annual Club Championships. Missing competitions may affect your gymnast's place in the invite group. Competition attendance is monitored.

# 3. Fees and Payments

## 3.1 Setting Up Your Account

- Invitations to join Invite groups are sent by the office via **Thrive4** following a successful trial.
- Once you receive your invite email, please click the link to set up your password and log in to your account.
- All invite accounts are expected to have a mandate set up for monthly billings.

## 3.2 Billing and Cancellations

- **Monthly Billing:** Invite groups pay monthly for the sessions running that month. Invoices are issued on the **3rd of each month**, and a 30p transaction fee applies to all payments.
- **Checking Payments:** While we strive to ensure all billing is accurate, it is your responsibility to check your monthly payment and email us if you are unsure of any amount taken.
- **Cancellations & Refunds:** You may cancel your mandate at any time, provided you notify us via email before your next invoice is issued. Your final sessions will depend on when you cancel within the billing cycle. **We do not offer refunds if you notify us after a payment has already been processed.**
- **Contact:** All payment queries and cancellation notices must be sent via email to office@northwoodgymnastics.co.uk.

# 4. Supporting Your Gymnast: Parent & Carer Declaration

## 4.1 Acknowledgement of the Risks of Gymnastics

I acknowledge that gymnastics is a physically demanding sport involving inherent risks at all levels of participation, regardless of age, ability, experience, or supervision. Activities include jumping, tumbling, balancing, inverted movements, landing, and using apparatus (such as floor, vault, and tumble).

I understand that participation may result in injuries of varying severity, including but not limited to:

- Sprains, strains, bruising, and muscle injuries.
- Falls, collisions, and impact injuries.
- Fractures, dislocations, and damage to joints, ligaments, or tendons.
- Head, neck, and back injuries, including concussion.
- Serious or permanent injury, disability, or, in exceptional circumstances, death.

I understand that the risk of injury cannot be completely, eliminated, even when qualified coaches, appropriate equipment, safety procedures, and reasonable precautions are in place.

## 4.2 Coaching, Supervision, and Safety Procedures

- I understand that the club will take reasonable steps to provide a safe training environment, appropriate coaching, supervision, and suitable equipment in accordance with its policies.
- I acknowledge that learning new skills involves progression, and a gymnast may occasionally lose balance, fall, or land incorrectly. Coaches cannot guarantee that accidents or injuries will not occur.
- I agree that my child must follow all reasonable coaching instructions, club rules, and safety procedures regarding equipment use, warm-ups, skill progression, and behaviour.

## 4.3 Gymnast Responsibility and Behaviour

I understand that my child has a responsibility to participate safely and respectfully. I will encourage my child to follow all club rules listed in Section 2.3. I understand that unsafe behaviour, deliberate disregard of instructions, or attempting unauthorised skills increases the risk of injury and may result in restricted participation or further action under club policies.

## 4.4 Parent and Guardian Responsibility

As the parent or legal guardian, I agree to:

- Provide accurate, up-to-date information regarding my child's medical conditions, injuries, allergies, and additional needs, and promptly inform the club of any changes.
- Encourage my child to be honest about pain, injury, fear, or concerns.
- Ensure my child arrives appropriately dressed and prepared for training.
- Support the coaches' reasonable decisions regarding safety, skill progression, training modifications, and withdrawal from activities where necessary.
- Manage my child's return to training following a significant injury or medical restriction appropriately, including obtaining medical clearance where required.
- Familiarise myself with the club's safeguarding, health and safety, incident reporting, adhere to code of conducts and emergency procedures, and raise any safety concerns through the appropriate channels.

## 4.5 Injuries, Emergencies, and Medical Treatment

- Should my child sustain an injury or become unwell during gymnastics activities, the club will respond in accordance with its emergency procedures and contact emergency medical services where necessary.
- In an emergency, the club may take reasonable steps to obtain urgent medical assistance for my child.
- I acknowledge the importance of keeping emergency contact and medical details accurate. This declaration does not replace any separate medical consent or emergency contact forms required by the club.

## 4.6 Understanding of Risk and Participation

I confirm that I have read and understood this agreement, have had the opportunity to ask questions, and have discussed (or will discuss) these risks with my child in an age-appropriate manner. I understand that accepting this agreement acknowledges awareness of inherent risks; it does not remove the club's legal responsibilities or waive any rights that cannot lawfully be waived.

**Acceptance of Code of Conduct**

- **By enrolling your child, setting up automated payments, and paying your fees, you confirm that you have read this policy, that all information provided is accurate to the best of your knowledge, and that you agree to the terms below.**
- **Policy Updates:** Our policies and code of conduct help keep our community safe and apply to parents and carers as well. We ask parents and carers to follow our policies and code of conduct alongside staff and children
- All Policies are available on the Northwood Gymnastics website. Northwood Gymnastics reserves the right to amend these terms and conditions at any time, provided half a term's notice is given to members.