

# Welcome to Capital Academy

“We will provide the tools for children to thrive, reach their goals and maximise their potential”

Here at Capital Academy we aim to offer inclusive classes to all ages and abilities with the highest quality of coaching.

We aim to create an environment where enjoyment, hard work, respect and self-belief are of the most importance.

## Core Values

- We care about health and well being
- We adopt an athlete centered model of training
- We believe in on-going coach education
- We believe in age and level appropriate training hours
- We believe in opportunity

## Contact Information

Club email address: [info@capitalacademy.co.uk](mailto:info@capitalacademy.co.uk)

Club telephone number: 02921 322860

Directors: Rebecca Hosken, Jessica Hosken

Club Welfare Officer: Kirby Goddard

Contact: [kirbygoddard@hotmail.com](mailto:kirbygoddard@hotmail.com) 07969 449328

## Coaches/Volunteers

We have a number of coaches within our club from senior coaches through to our young leaders. All coaches have undergone training and the relevant DBS and Safeguarding requirements. All our junior coaches and young leaders have been mentored by senior members of the coaching team to ensure our core values and mission statement remain

consistent throughout the club. Senior coaches oversee and supervise every session that we offer and everyone (agrees with/has signed up to) the Coach and Volunteer Code of Conduct.

## Classes

Children can start gymnastics with us as soon as they are walking. These sessions are part of our Pre-School programme run by senior coaches. Our General Gymnastics programme is for children aged 4 and over. Our General Gymnastics Programme's emphasise fun and enjoyment of the sport and progress at a pace comfortable to them whilst still being challenged. Children are grouped according to age and ability and will move to the most appropriate group accordingly.

### Bouncing bears.

Children can join our Bouncing Bears Classes when they start walking. The children attend a session with an adult who will stay with them for the duration. Our Bouncing Bears classes are structured with one of our qualified and experienced coaches. The session will consist of a warm up and progress onto apparatus where the children can learn to balance on beam, hold tight on bars and run and jump on vault. Our weekday sessions are perfect for little ones to have the opportunity to learn through play. Our Bouncing Bears Classes help to improve your little one's coordination, strength and balance.

### Tumbling Tigers

Our Tumbling Tigers classes are for Children who are 3 & 4 years old and have not yet started full time school. The Tumbling Tigers sessions are Structured with a fully experienced and qualified coach. Children attend the sessions independently. During our Tumbling Tigers Sessions we aim to teach the Children the basics of Gymnastics through play. The Children will learn to improve their Coordination, Strength, Balance and also help develop independence and listening skills.

### General Gymnastics

Children are eligible for our General Gymnastics Classes from 4 year olds. Our General Gymnastics Classes are held after school during the week and on Weekend mornings. These sessions are structured and the children are placed in their groups based on age and/or ability. The children are placed in groups and are taken through a warm up followed by activities on 3 pieces of apparatus each session. Every month the 3 pieces of apparatus will change ensuring the children spend time on all our equipment over a 2 month time frame. Children should always have hair tied back for the sessions for safety purposes.

Our predominant programmes are: Pre-school, General Gymnastics, GGAP (General Gymnastics Advanced Programme for girls) and Women's Artistic (Squad).

We hold in-house competitions at the end of each year for all of our club programme's which gives the children the opportunity to show parents what they have achieved and also the opportunity to experience a competition environment.

### GGAP (General Gymnastics Advanced Programme)

Children are invited into one of our GGAP groups if they show potential to progress quickly and meet our selection criteria. Children selected for these groups will have the opportunity to compete in regional competitions throughout the year, which they are encouraged to attend. Our key selection points for progression into a GGAP group are:

- Skill level/ ability. Is this gymnast showing that they need to progress with gymnastics skills at a quicker pace than their peers?
- Attendance. Does the gymnast regularly attend their General Gymnastics sessions?
- Growth Mindset. Does this gymnast take corrections well and show an eagerness to learn?
- Strength/ Flexibility. Does this gymnast have the minimum strength and flexibility requirements to allow them to progress?

### Young Leaders

Those that express an interest in learning to coach and help young children can join our Young leaders programme. Young Leaders need to attend their Sports Leaders course provided by Welsh Gymnastics, we will help with this. From then on Young Leaders can come into the club and provide assistance to coaches and learn the basics of coaching. From here Young Leaders can choose to progress onto their Level 1 coaching course when they have turned 16 years of age.

### Competitive squad

Children are selected into one of our squad groups from our pre-school, general gymnastics and GGAP programmes. Squad essentially means that gymnasts are selected because they have the ability to compete regularly, representing our Club, our area (South East Wales) and sometimes Wales itself. Our key selection points for our Squad gymnasts are:

- Skill level/ ability. Is this gymnast showing that they need to progress with gymnastics skills at a quicker pace than their peers?

- Attendance. Does the gymnast regularly attend their General Gymnastics or GGAP sessions?
- Growth Mindset. Does this gymnast take corrections well and show an eagerness to learn?
- Strength/ Flexibility. Does this gymnast have exceptional strength and flexibility?
- Perseverance. Does the gymnast keep trying to improve skills that they find challenging?
- Mental skills. Could this gymnast cope with the additional training hours required?
- Dedication. Is this gymnast dedicated to the sport and have the support of their family?
- Open minded. Does this gymnast (and parents) understand that progress is unique to each individual and we will move gymnasts to different groups depending on where they are best suited?

Squad gymnasts will need to commit to the training hours that are required should they be selected for one of our squads. Should they find the training hours excessive or circumstances change we can accommodate in either a GGAP or general gymnastics class. Squad groups are rearranged regularly to ensure each gymnast is in the most appropriate training group at any one time. This could mean a change of day(s) and/or times. We always try to give as much notice as we can for any changes.

## Code of Conduct Coaches/Volunteers

Coaches and volunteers are expected to:

- Behave in an exemplary manner and provide a role model for excellent behaviour.
- Arrive in plenty of time to set up activities and ensure a safe environment is provided at all times.
- Always place the safety and welfare of the participants as the highest priority.
- Keep yourself informed about sound coaching practices and the principles of children's growth and development.

- Attend all coaching up-date workshops deemed necessary by the club or the club Directors to up-date knowledge.
- 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.
- Invest in the well-being and interests of their gymnasts, not their win/loss record.
- Coaches who are found to be 'bullying' others (gymnasts or coaches) will be asked to leave the club immediately and British Gymnastics will be notified
- Never ridicule or lose temper with a child for making a mistake or losing.
- Motivate the participants through positive feedback and constructive criticism.
- Adopt the Capital Academy of Sport 'Managing Challenging Behaviour' policy
- Teach gymnasts to be fair and to follow the rules.
- Teach gymnasts to always try their best and a positive attitude is required in the gym at all times.
- Divide time equally between all standards of participants.
- Not exceed the level of competence and qualifications.
- Ensure that the clothing and special equipment (e.g. hand-guards) to be worn by the gymnasts are suitable, not loose fitting, and in good order.
- Keep an accurate and up-to-date record of injuries and actions in the clubs accident book.
- Direct all complaints to the Club's Directors and/or Welfare Officer (Kirby Goddard) where they will be logged in the complaints folder and dealt with by the relevant person/s (Hayley Dickman & Joanne Parsons)
- In the case that abuse of a child is suspected coaches have a duty to report it immediately to the Welfare Officer where it will be followed up/ dealt with according to British Gymnastics procedures
- Medical approval should be sought following a debilitating injury before permitting a participant to recommence training or competition.
- Coaches must be immediately accessible and never leave the premises while a session is in progress.
- In relation to injury, coaches must ensure they take cues from the gymnast and not force them to perform skills if they are injured. In the case of an ongoing injury, coaches

need to ensure that parents have taken gymnasts to be evaluated by a medical professional and have been provided information on the nature of the injury.

- Coaches are expected to follow the Welsh/British Gymnastics rules, particularly in regards to competition etiquette and attire. Capital Academy will provide t-shirts for coaches to wear to competitions which are to be kept in the gym and borrowed when needed.
- Capital Academy will pay for annual BG membership (for coaches over the age of 18) providing all safeguarding and DBS documents are kept up to date by the coaches

Coaches must:

1. Always ensure that a minimum of two qualified coaches are present during training sessions. One of the coaches must hold a minimum of a level 2 qualification.
2. Always be mindful that children participate for pleasure and winning is only part of the fun.
3. Teach your gymnasts that honest effort is more important than victory so that the result of each competition is accepted without undue disappointment.
4. Ensure that the gym and all equipment is put away and returned to the rightful place at the end of each session ~ coaches are responsible for the state of the gym at all times.
5. Take responsibility for the young people in your care until they have safely left the activity.
6. Adopt and practice all Policies set out by British Gymnastics and Capital Academy of Sport Ltd

## CHILD PROTECTION

The following are examples of good practice, which will create a safe and desirable environment at Capital Academy:

- Always be publicly open when working with children      Avoid situations where a coach and an individual child or vulnerable adult cannot be observed.
- Care should be taken when providing manual support (spotting). Recognised/advised techniques for spotting should be used.
- Avoid inappropriate contact.
- If necessary only appropriate DBS checked coaches and volunteers of Capital Academy may supervise in the changing rooms/toilet block. On these occasions every effort must be made to try to ensure that adults work in pairs to supervise the children.      Children must not be transported to and from training by coaches unless in exceptional circumstances. In these cases written consent must be given by the parent/ carer.
- Ensure all members of BG adhere to the codes of ethics and code of conduct and anti-doping policy

## Managing Challenging Behaviour

All staff and volunteers are expected to behave in a way that puts a child's welfare as the priority at all times

Children must never be subject to any form of treatment that is harmful, abusive, degrading or humiliating

All coaches, club members, participants and parents must adhere to the Codes of Conduct at all times

Children will be rewarded for good behaviour with stickers and/or star of the week certificates\*. Children who display negative or challenging behaviour will be placed in a 'time out' from the activity or group as a consequence for displaying such behaviour

Rewards will be given for good behaviour (stickers, star of the week, etc)

The following will not be permitted as a means of managing a child's behaviour:

1. Physical punishment or the threat of such
2. Refusal to speak or interact with the child
3. Being deprived of food, water, access to changing facilities or toilets or other essential facilities
4. Verbal intimidation, ridicule or humiliation

All coaches will adhere to the NSPCC and CPSU Managing Challenging Behaviour policy

Parents will be informed by the coach at the end of a session if a child has been challenging.

The use of physical intervention will always be avoided unless absolutely necessary to prevent a child hurting themselves or others, or causing damage to property or equipment.

Physical intervention will not involve inflicting pain and should not be used as a form of punishment.



Where children are identified as having additional needs or behaviours which are likely to require physical intervention this should be discussed with parents/carers and where necessary the club will seek advice from external agencies (i.e Social Services) to ensure that the child can be supported to participate safely.

Should physical intervention occur there should be a discussion with parents about the child's needs and continued safe participation.

## EQUITY POLICY STATEMENT OF INTENT

Capital Academy is fully committed to the principles of the equality of opportunity. It is responsible for ensuring that no member of the club (athlete/participant, coach, volunteer, carer, etc) receives less favourable treatment on the grounds of age, colour, race, disability, ethnic origin, gender, parental or marital status, nationality, religious belief, social status or sexual preference, than any other.

The club will ensure that there is open access for all those who wish to participate in gymnastics and that they are treated fairly.

This Equity Policy is endorsed by the Disability Sport Wales

The club recognises that inequalities still exist in society and also in the Sport and Leisure sector which may limit opportunities to participate equally and fully in recreational gymnastics at all, or any level(s)

The club promotes inclusion and will take steps to prevent discrimination or other unfair treatment of its members, coaches, volunteers or participants

## LEGISLATION

The club is required by law not to discriminate against members, coaches, volunteers, participants; and recognises its legal obligations under the following acts:

Rehabilitation of Offenders Act 1974

Health and Safety at Work Act 1974

Sex Discrimination Act 1975

Race Relations Act 1976

Disability Discrimination Act 2005

Employment Rights Act 1996

Protection from Harassment Act 1997

Human Rights Act

Race Relations (Amendment) Act 2000

## TYPES OF DISCRIMINATION

Discrimination can take the following forms:

Direct Discrimination - this means treating someone less favourably than you would treat others for reasons relating to their personal circumstances such as gender, race, disability, sexual orientation, religion or belief and any other unacceptable reason.

Indirect Discrimination - this occurs when a requirement or condition is applied equally to all, and has a disproportionate and detrimental effect on a significant number of people from a particular group and cannot be justified.

## HARASSMENT

Harassment is any form of unwanted or unwelcome behaviour that violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment

The club is committed to ensuring that its members, coaches, volunteers, and participants are able to conduct their activities in an environment that is free from harassment or intimidation

The club regards any form of discrimination and harassment as described above as gross misconduct and any member, coach, volunteer or participant who discriminates against or harasses any other person will be liable to appropriate disciplinary action according to Disability Sport Wales Disciplinary Procedures

## VICTIMISATION

This occurs when someone is treated less favourably than others for using an organisation's complaints procedure, exercising their legal rights, or for supporting colleagues who have done so. The club will fully support and protect anyone exercising their legal rights and/or supports anyone who has done so.

## IMPLEMENTATION

The Directors of the club will ensure that the existence of this policy will be communicated and understood by all members, coaches, volunteers and participants, and a copy will be available to all

All members, coaches, volunteers and participants have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of this Equity Statement

Equality and Diversity training will be available for all coaches, volunteers and carers through Disability Sport Wales

### MONITORING AND EVALUATION

The club will contribute to information held by Disability Sport Wales, and co-ordinated through the Local Authority Disability Sport Wales Officer, which will monitor systems and evaluate the practices and procedures, on an ongoing basis, and will inform wide governing and representative bodies of sport of their impact.

Monitoring and evaluation information will be used to identify any areas of under-representation. This information will be used to guide programme development and promotional work, conducted by Disability Sport Wales generally, and by The club on a smaller scale

All results of any monitoring information will be available through Disability Sport Wales, and the Sports Council for Wales

### COMPLAINTS, DISCIPLINARY and GRIEVANCE PROCEDURES

To safeguard individual rights a member, coach, volunteer or participant, who believes that she/he has suffered inequitable treatment (within the scope of this policy) may raise the matter through the appropriate grievance procedure

Appropriate disciplinary action will be taken against any member, coach, volunteer or participant who violates any policies recognised by the Club

Members can raise a concern about the Club or any individual through the Club Directors and/or Welfare Officer, whoever is deemed most appropriate. The matter will be investigated internally initially and outcomes reported back to the complainant. If at any point the Directors and/or Welfare Officer consider the complaint to be of a safeguarding issue, advice from the governing body will be sought and if necessary passed over. If members are not satisfied with the handling of the complaint they can seek further advice from Welsh Gymnastics <https://www.welshgymnastics.org/keepingsafe/>

The British Gymnastics Safeguarding and Compliance policies will be followed at all times. This can be found online <https://www.british-gymnastics.org/safeguarding-and-compliance-policies>

Contact Details:

Director- Rebecca Hosken [info@capitalacademy.co.uk](mailto:info@capitalacademy.co.uk)

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07980 670614

Director- Jessica Hosken [info@capitalacademy.co.uk](mailto:info@capitalacademy.co.uk)

[jessica\\_hosken@hotmail.co.uk](mailto:jessica_hosken@hotmail.co.uk)

Club Welfare Officer- Kirby Goddard [kirbygoddard@hotmail.com](mailto:kirbygoddard@hotmail.com)

07969 449328

Welsh Gymnastics Safeguarding Officer- 02920 334960

[contactus@welshgymnastics.org](mailto:contactus@welshgymnastics.org)

## Fire Evacuation Procedure What to do in an emergency

In the event of a fire, coaches should follow the fire evacuation procedure as below;

At the sound of fire alarms coaches should first line up their group of gymnasts and ensure that all members of the group are present. Groups should be lined up on the blue floor area ready to evacuate through the two fire exits if necessary. \*all COVID-19 social distancing procedures will not apply.

One coach (nearest the toilet block) should check the toilet block

If it is necessary to evacuate the building, the gymnasts should be led in their groups with their coaches through one of the fire exits. If exiting through the grey fire exit door then they should go through the door and walk to the left through the old entrance gates to the Fire Assembly Point at the back of the old car park.

If exiting through the red exit door then they should exit via the door and walk to the right. This will take you to the front of the building near the reception entrance. Coaches are then to walk the children through to the old car park and the Fire Assembly Point. At no point should coaches leave their group of gymnasts if an evacuation is necessary. Parents are to evacuate through the main reception door and should not be allowed into the gym. The safety of the gymnasts is the coaches responsibility.

All members should meet at the Fire Assembly Point which is at the back of the old car park.

One senior member of staff will be responsible for calling the fire brigade.

### FAQ

- Will my child be in the same group as their friend from school?

There is a likelihood that the children will be together but in Gymnastics the Children are grouped together by the Year they were born as opposed to School Years.

- How much are fees?

We charge £22 per month for 1 session per week.

- What happens if there is a 5 week month?

Fees are averaged out throughout the year so there is no extra charge for a 5 week month however we have 2 weeks off at Christmas and we are closed over the Easter and August bank holiday.

- How do we pay for sessions?

Fees are set up via our Love Admin System and are requested at the beginning of each month.

- Do we need insurance?

Yes all Gymnasts will need British Gymnastics Insurance to attend sessions with us. This is an annual fee of approx. £17 . Details of how to register or renew insurance are on the British Gymnastics website.

- If we wanted to cancel our membership how much notice must we give?

As long as you inform us and cancel your Direct Debit before the end of the month no more payments will be requested. Refunds will not be given if the Direct Debit is not cancelled in time for the next month fees and we are not notified of a placement termination.

- Do classes run throughout the school holidays?

Yes our sessions run as normal during the School Holidays unless otherwise communicated.

- Does my Child need to purchase a uniform to participate?

No, some children wear Leotards to the session however Sportswear is suitable. For example: Leggings/Joggers/shorts and a t-shirt or jumper if it is cold.

- Where can we purchase Capital Academy Merchandise?

We have a shop within the Club where Capital Academy Leotards, Jumpers, Leggings etc can all be purchased.

- Does my Child need to bring anything with them for the session?

Just a drink of water or Squash.

- What footwear should my child wear to the session?

Anything that is easy to slip on and off. For example Sliders, Velcro Trainers, Wellies etc.

- Can we watch the sessions?

We do have a viewing area with limited capacity. Once all tables & seats are occupied we can not accommodate additional parents to view the session. We do not allow parents to stand and view as it blocks the entrance to the gym for our staff.

- If I need to speak to someone about my Child who do I speak to?

Any queries please email [info@capitalacademy.co.uk](mailto:info@capitalacademy.co.uk) where the Club directors will deal with the matter.

- Who do I speak to if I have a complaint?

An email to the Club Directors as above or alternatively please contact our Welfare Officer [kirbygoddard@hotmail.com](mailto:kirbygoddard@hotmail.com)

- Do you offer Private Sessions?

Normally yes, however since the pandemic we have had big restrictions on the numbers allowed in the building. Private lessons would be determined by space and number availability.

- How does my Child join a Squad Group?

Our Squad groups are selection only. If coaches feel the selected Gymnast has potential to progress into a squad group then they will be offered a trial period where we can see how they respond to the training. After the trial period a discussion will take place about progression and whether a squad place is offered.

- My child has been invited into a GGAP Class, what does this mean?

Gymnasts are invited into one of our GGAP Classes if they have shown an interest in doing more than the General Gymnastics Classes and coaches feel they have the potential to compete in competitions and represent our club.