



MEMBER HANDBOOK

Updated September 2025

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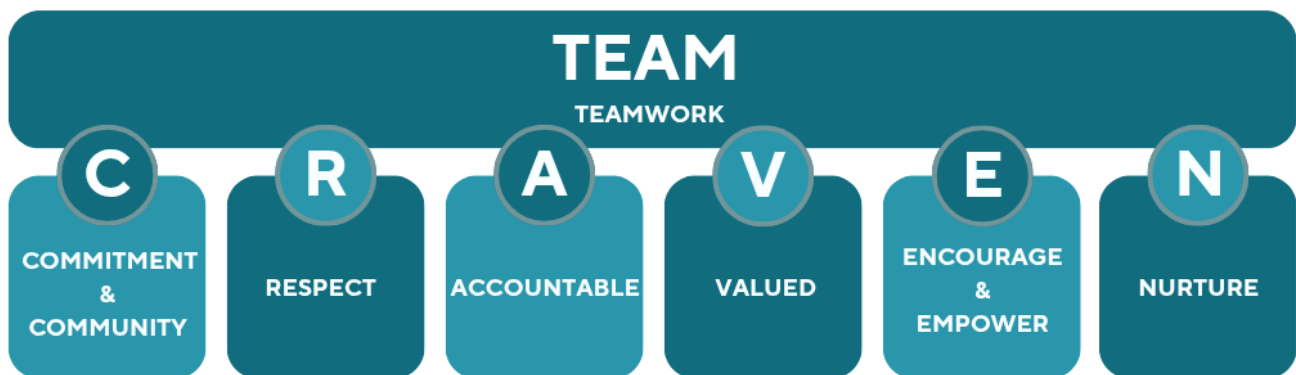
WELCOME TO CRAVEN GYMNASTICS CLUB!

OUR MISSION

Our aim is to provide a fun yet disciplined environment where every member of the community can progress and succeed in gymnastics at any level, through practice and dedication.

We provide positive coaching techniques to encourage members to be the best versions of themselves, both in and out of the sport.

Our core TEAM CRAVEN values reflect our aims and expectations upon which the foundations of the club are built.



Teamwork

Whilst gymnastics can often be an individual sport, we encourage gymnasts to work together as a team to support and encourage each other on their journey. As a charity of volunteers and coaches, we aim to work together to ensure the best outcomes for our members and the community we serve.

Commitment & Community

We expect our gymnasts and coaches to show commitment and dedication to the sport and the club in order to achieve progress together.

As a charity, we aim to provide gymnastics education to as many members of the community as possible to contribute to improving and aiding community health and welfare.

Respect

Respect between coaches, gymnasts and all members associated with the club is essential for a harmonious learning environment. We expect all our members, parents and associates to be respectful and kind to one another, showing good sportsmanship, both in and out of the gymnasium.

Accountability

We believe it is important for all members to hold themselves accountable and responsible for their training and coaching as this enables members to improve and move forwards.

Valued

At Craven Gymnastics Club, we believe it's important that all our gymnasts, coaches, and members feel valued and recognised as an essential part of both our club and the Skipton community.

Encourage & Empower

Our philosophy is to coach through encouragement—using positive methods to inspire and empower gymnasts to become the best version of themselves, both in and beyond gymnastics.

Nurture

Craven Gymnastics Club believes in nurturing gymnasts and members of every level and helping them to achieve their goals, whether that be through milestones or stepping stones.

ABOUT US

The club is based at Sandylands Sports Centre, New Carleton Road, Skipton, BD23 2AX and was founded in 1973! We celebrated our 50th birthday in 2023!

The club was initially set up by Rod Williams, who became the club's first chair, for his daughter Alison Roberts (nee Williams) to attend a local club rather than travel further afield. The initial coaches were Aireville School PE teachers: John Cummings, John Humphries and Anne Hasnip. The club is delighted to presently be teaching the granddaughter of Rod Williams!

Shortly after the club was run by the Parkinson family, with duo Mick and Carol Parkinson at the helm! The two of them grew the club to new heights, coaching gymnasts from all over the area (including most of the current coaching team!) They travelled across the country, as well as trips to Europe, to compete with gymnasts- this included their daughters and son who also became coaches working alongside them until their retirement.

It is an honour to serve as the current custodians of the club, and we remain deeply grateful to our founders and those who came before us for their dedication. We are committed to continuing their legacy, caring for the club with the same love and devotion, with the aim of serving our community for another 50 years and beyond.

The club has been operated as a small, friendly, general / women's artistic, not for profit, community club until November 2024 when we became a registered charity, Craven Gymnastics Club CIO (1210862).

Meet the trustees

Ian Hepworth – Chairman

Ian has been involved in the club for many years as his daughter, Connie, is currently a gymnast with the club. Ian has a vast amount of knowledge and experience, and we are super excited to welcome him to the Craven team.

Sylvia Wilkinson

Sylvia has been present at the club for many years, training with us herself before bringing her daughter, Katie, who is also now a member of our coaching team! Sylvia has been a huge support for the club over the years, being in attendance and helping with fundraising activities at every opportunity and we are excited to have her on board as a trustee of the club.

Angela Malcolm

Angela has been involved with the club for many years as a parent and grandparent of several Craven pupils. Angela has a wealth of experience having been involved in several local community organisations previously and we are excited to have her and learn from her as a member of the Craven team.

Neil Malcolm

Neil is a welcomed new member of the Craven team, joining us as a trustee. We welcome Neil's knowledge and experience in navigating our journey as a charity having been involved in several community projects in and around the local area.

OUR HOME

We moved to our brand new purpose built gymnastics facility in September 2025, having spent the previous years in the sports hall at The Skipton Academy (Aireville School), packing and unpacking our whole gym every day into one storage cupboard.

This new facility has enabled us to increase our membership levels and offer more classes to more members of the community and increase the variety of classes available. Please see below for a selection of classes available and recommend us to your friends and family.

CLASSES

Adult Gymnastics

Adult gymnastics classes are available for all levels of gymnast, beginner or advanced, over the age of 16.

Mindful Movement

These classes are delivered through the British Gymnastics Foundation's *Love to Move* programme. They are fully seated and designed to be dementia- and Parkinson's-friendly, aiming to improve cognitive function, coordination, and the ability to carry out daily activities more independently.

50+ Movement Classes

Movement classes are designed to improve strength, mobility and balance through appropriate physical exercises.

SEND

These classes are quieter, with a higher coach-to-gymnast ratio. All coaches have completed British Gymnastics' disability coaching qualifications, and sessions are adaptable to meet individual needs.

Stay & Play

Stay and play classes are a partially coach-led session aimed at preschool children, involving lots of parent and child free play and are designed for maximum fun in a safe environment. These sessions offer more flexibility and are pay as you go.

Open Gym

Open gym sessions are available for gymnasts wishing to use the gym for extra practice. There will be coaches in attendance to keep the session safe but these are not coach led sessions and gymnasts are free to use the equipment of their choosing on a pay as you go basis.

General & Women's Artistic Gymnastics

We offer gymnastics classes from preschool up to advanced competitive gymnastics, including homeschool classes during the day.

Parties

Please contact a member of the team for more information regarding gymnastics parties.

Holiday Clubs

Holiday clubs will be available for booking from 2026.

FUNDRAISING

As a registered charity, we are always fundraising so that we can continue to fit out or new facility with equipment and upgrades. Therefore, if you can offer any advice / help with any aspect of fundraising or applying for grants, please text coach Karen via the club mobile initially. We also have a fundraising committee made up of parents coaches and volunteers. The committee is always on the lookout for new members, whether you can lend a hand at our next event or have some fabulous ideas to offer we would love to have you on the team. Please message cravengymnasticsfundraising@gmail.com if you wish to join!

We also have a fundraising cash back app called “easyfundraising”. All you have to do is download the app and whenever you shop online, visit the stores webpage via the links on the easyfundraising app and complete your purchase. The companies you shop with will automatically make a donation to the club based on the value of your purchase and it costs you absolutely nothing! Please use the QR code below to download the app.



WHAT TO EXPECT

All our coaches are fully qualified and undergo mandatory DBS and safeguarding checks. The club is run voluntarily by a dedicated team of volunteers and coaches, most of whom hold full-time employment across various industries, including teaching.

We now operate a paperless online system hosted by Classforkids.com. This includes a registration form that must be completed before attending sessions, as well as a payment system to manage fees and club membership. Please refer to the Terms & Conditions section for payment details.

Payment

The first two weeks are considered a trial period. We ask for a £15 deposit, payable via classforkids.com, to cover this period and secure your offered place. The club collects payments monthly by direct debit, covering 46 weeks of classes to account for club closures and member holidays.

The cost varies depending on the level. For all 45 & 55 minute recreational classes, the price is £7.50 per week for 46 weeks paid by 12 equal monthly instalments via direct debit. Mandatory Craven Gymnastics Club membership is also payable annually to the club at a value of £10, this is due every September. Mandatory British Gymnastics Insurance / membership is also payable annually after the first 2 weeks of joining. For 2025 the price is £24.00, (pre-school £15.00), this must be completed online direct with BG and both memberships must be paid before the third week of attendance.

Please see the terms and conditions on the BG website for instructions on cancellation of your place with the club. <https://www.british-gymnastics.org/memberships>

On Arrival

Please ensure you have read the codes of conduct with your gymnast ahead of class and are aware of our expectations.

On arrival, please wait outside the gym doors with your child until your child's coach has allowed them to enter the gym. There will be a designated area to store your child's belongings, coats & shoes etc. Shoes must not be worn inside the gym area. Please collect your child from the same location at the end of your session in a timely manner, your child will not be allowed to leave the gym unattended.

We operate a progressive proficiency award system which your gymnast will work towards during their sessions. They can also progress towards the intermediate and advanced sections of the club which they may join on an invitation only basis. The advanced section of the club train multiple sessions per week, with aim of developing our Women's Artistic Gymnastics competition programme in the near future. It is worth noting that boys can attend any of our classes, however, we have no dedicated Men's Artistic equipment, therefore we recommend boys wishing to pursue this particular discipline to join a specialised club once a certain standard is met; the nearest Men's Artistic club is Diamonds at Halifax.

Whilst we do have an open door policy, we do ask that parents who wish to spectate do so from the cafeteria viewing gallery due to lack of space in the gym; unless your child is attending the SEND class, preschool class or has a medical reason for a parent to be present. We do have your emergency contact details to hand via 'Class for Kids' at the gym and will ring you if required.

What to Wear

A club leotard is recommended (from £28), but shorts and a T-shirt are also acceptable. No zips, buckles, buttons, crop tops, hoodies, and jewellery of any kind, including earrings. Mobile phones are not permitted unless the coach gives consent.

We work barefoot, with hair tied back; trampoline socks with grips are allowed. Leggings (recommended for winter) or gym shorts are suitable. Please bring a bottle of water, but do not bring food into the gym.

Parking & Directions

Parking is in the main Sandylands Sports Centre car park, off Engine Shed Lane in Skipton. The car park will be significantly busier than we have been used to in the school grounds, therefore we recommend you leave plenty of time to arrive for your session on time, or alternatively please travel to your session on foot if possible. Once parked or in the car park, please continue on foot, turn right by the all-weather football pitches and continue to the last building at the bottom.

Social Media

We have a dedicated Facebook and Instagram page which we encourage you to join as we often use this to convey information to members. Please note we will not post your child on social media without explicit permission from yourselves, you will be asked about this within your sign up information on our Class for Kids site.

KEY CONTACTS

If you would like any further information, please contact us preferably by text 07522 760239.

cravengymnastics.waitinglist@gmail.com or craven.gymnastics@gmail.com

Welfare Officers:

cravengymsafeguarding@gmail.com - Karen. Or cravengymclubwelfare@gmail.com - Kathryn

British Gymnastics Insurance / membership

<https://www.british-gymnastics.org/memberships>

CODE OF CONDUCT

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, volunteers 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 via cravengymwelfare@gmail.com, or if this is not possible, a member of our coaching team, so correct procedures can be followed.

CODE OF CONDUCT FOR GYMNASTS & PARTICIPANTS

CORRECT ATTIRE

Leotard (club ones are available, please ask)
Shorts (not baggy or oversized)
T-shirt (not baggy or oversized)
Bare feet or trampoline socks with grips
Leggings worn outside of leotard
Hair tied up



CLOTHING NOT ALLOWED

No Zips, buckles, buttons, toggles or drawstrings
No oversized / baggy clothing
No jeans, skirts or dresses
No crop tops (gymnast's core must be covered)
No hoodies after warm up
NO JEWELLERY OF ANY TYPE
No long nails
No fancy hair pieces or headbands



- **ALL MEMBERS MUST RESPECT OPPONENTS AND OTHER CLUB MEMBERS**
- **NO SHOES WILL BE ALLOWED IN THE GYM AREA AND SHOULD BE REMOVED AHEAD OF CLASS**
- **PLEASE BRING A BOTTLE OF WATER**
- **DO NOT ENTER THE GYM OR THE FLOOR AREA UNTIL INVITED TO BY A COACH**
- **GYMNASTS MUST NOT GO ON EQUIPMENT WITHOUT PERMISSION FROM A COACH**
- **DO NOT BRING ANY FOOD INTO THE GYM OR CHEW GUM IN THE GYM**
- **NO MOBILE PHONES IN THE GYM WITHOUT CONSENT FROM A COACH**
- **GYMNASTS MUST LISTEN AND FOLLOW INSTRUCTION FROM THE COACH AT ALL TIMES**

- **CRAVEN GYMNASTICS CLUB WILL NOT TOLLERATE FOUL OR INAPPROPRIATE LANGUAGE. GYMNASTS MUST BE RESPECTFUL TO COACHES, ADULTS, OTHER GYMNASTS AND OTHER USERS OF THE SPORTS CENTRE AT ALL TIMES**
- **BULLYING OR ABUSIVE BEHAVIOUR WILL NOT BE TOLLERATED AND WILL RESULT IN SUSPENSION OR EXPULSION**
- **GYMNASTS MUST INFORM THE COACH OF ANY INJURY/ ILLNESS AND MUST NOT TRAIN IF NOT FIT TO DO SO**
- **STAY WITH YOUR COACH IN YOUR GROUP WHILST ON THE EQUIPMENT AND PLEASE ASK PERMISSION TO LEAVE THE GYM EARLY OR TO GO TO THE TOILET**
- **GYMNASTS ARE NOT PERMITTED TO LEAVE THE FACILITY ALONE**
- **NEVER POST ANYTHING ON SOCIAL MEDIA THAT COULD BE HARMFUL OR HURTFUL TO OTHERS**

CODE OF CONDUCT FOR PARENTS & GUARDIANS

The aim of the club is to provide a safe and happy learning environment. We encourage everyone to abide by the following club rules:

- Encourage your gymnast to know and follow the club codes or conduct.
- Please register via 'Class for kids' before attending and complete vital emergency contact info and any health issues that we need to be aware of.
- Arrival - Please bring your child in suitable gymnastic attire, hair tied up and jewellery removed before entering the gym. Please bring a bottle of water.
- Departure - Parents must collect children from the gymnasium door, due to safeguarding rules, a child (up to age 18) cannot leave the premises without supervision. Please be on time. Parents are responsible for their child until they enter their class and immediately following collection at the end of class.

- Help your child to recognise good performance and personal growth, not just competition results.
- Never punish or belittle a child for poor performance or making mistakes.
- Support your child's involvement and help them to enjoy the sport.
- Set a good example to your gymnast by always speaking positively about other gymnasts and other gymnastics clubs.
- Please inform the club of any changes to contact details or medical conditions immediately and via "Class for kids."
- We do have an open door policy but due to space in the gym, parents are encouraged to spectate from the cafeteria window area, unless attending the SEND or preschool class, or have a medical reason to require a parent to stay in the gym. Please wait outside to collect and drop off your gymnast. We have allowed suitable gaps between classes to facilitate smooth entry and exit.
- Please be respectful of the sports centre and their users and dispose of rubbish in the bins.
- Please inform the coach of any existing medical conditions or injuries at the start of the class. If your child has had a sickness bug, they should refrain from training for 48 hours.
- Please inform us if your child no longer requires their place or if they are unable to attend in excess of three weeks. Failure to do so may result in the loss of your child's place.
- Share any concerns or complaints about any aspect of the club through the approved channels.
- Foul language, bullying, or abusive behaviour will not be tolerated from anyone involved with the club.

ONLINE ACTIVITY

- Agree to abide by Craven Gymnastics Club & British Gymnastics social media policy.
- Ensure any photographs/ videos taken are for personal and family use only and must not be placed in the public domain. This includes publication online and social media sites unless no other members of the club can be seen.
- Agree not to send abusive or threatening emails, texts, voicemails or other written communications (including social media) to anyone within or associated with Craven Gymnastics Club.
- Agree not to use defamatory, offensive or derogatory comments regarding Craven Gymnastics Club or any of the athletes/ parents/ coaches/ volunteers or staff on any social media pages.
- Do not engage in any filming, recording, photography or use of mobile phones in changing rooms at Craven Gymnastics Club or any gymnastics event where permission is not granted.
- Gymnasts & parents should not contact or “friend” coaches through any personal social media pages

KEY EXPECTATIONS OF COACHES, VOLUNTEERS & YOUNG LEADERS

1. All Coaches hold valid British Gymnastics qualifications, safeguarding, DBS checks and relevant British Gymnastics insurance.
2. Will provide a safe learning and training environment for your child at all times and ensure that activities are appropriate to age, maturity and ability of the gymnast, adhering to British Gymnastics policies & procedures.
3. Always report any incidents, referrals and disclosures immediately, following the appropriate guidelines set out in the British Gymnastics Child Protection Procedures.
4. Make sure that confidential information is not disclosed unless with the express consent of the individual concerned.
5. Coaches will never contact gymnasts through any social media platforms or any other form of communication, such as texting. Any friend requests should be reported to our Head Coach and Welfare Officers.
6. Coaches will display consistently high standards of behaviour and never use inappropriate language whilst involved in club activities.
7. Coaches will dress professionally and appropriately according to British Gymnastics guidance and recommendations.
8. We will never train a gymnast alone or give a gymnast a lift home without another coach or responsible adult being present and without parent / guardian consent.
9. We have access to emergency contact numbers via "Class for kids" and will telephone immediately if we feel it necessary.

10. Coaches will act in accordance with the club's safeguarding policies & procedures and act in the best interests of the gymnasts at all times.

TERMS & CONDITIONS

All places must be paid for in advance by Direct Debit via our admin provider, Class for kids, and their payment collection service, Stripe.

All new starters will start at the beginning of the month in which their first payment is taken.

New gymnasts are allowed a 2-week trial before they must commit to becoming a member of Craven Gymnastics Club.

All gymnasts are required to be members of British Gymnastics, paying the appropriate membership fee.

All gymnasts are required to be members of Craven Gymnastics Club, paying an annual membership fee of £10, due each September or when the gymnast registers with the club.

Once a gymnast has completed their trial and wishes to commit to weekly gymnastics classes, all payments for membership fees and direct debits must be completed within 1 week. A gymnast's place is not guaranteed with the club until the direct debit and other membership fees are in place.

Fees are calculated based on 46 weeks of the year to take into account club closures and member holidays, paid equally over 12 monthly instalments plus any transaction fees, via direct debit.

If payment is made by mistake, we cannot guarantee a refund will be given, although we will do our best to accommodate requests.

If you no longer require your place with the club and wish to cancel your direct debit, you must contact the club via email and give one-month notice. The club will then instruct cancellation of the direct debit.

If you are injured whilst at gymnastics classes with Craven Gymnastics Club and cannot train as a result, the club will pause your direct debit payment temporarily.

If you receive an injury outside of gymnastics classes with Craven Gymnastics Club and cannot train, we can stop your payment but cannot guarantee your place will be held.

Any information given to Craven Gymnastics Club will be assumed to be true and accurate. All personal information will be disposed appropriately & securely when no longer required in line with GDPR regulations.

Craven Gymnastics Club will not be held liable for the loss or damage to any personal belongings or valuables whilst on site and advise valuables to be left at home.

Lost property will be kept for a maximum of 1 month before being donated to local charities.

By signing up to classes with Craven Gymnastics Club CIO, all gymnasts, parents & associates are accepting agreement of the club's codes of conduct.

Signing up to any pay as you go classes with Craven Gymnastics Club CIO is considered acceptance and signature of the pay as you go session waiver detailed below.

WAIVER FOR ALL PAY AS YOU GO SESSIONS

By signing up to classes at craven gymnastics club is considered consent and agreement to the below –

Acknowledgment and Assumption of Risk:

I have informed myself, understand, and am aware of the risks associated with participation in gymnastics and activities (Activities), including the possibility of injury or death. I have informed myself and understand the nature of these Activities, my or my child's experience and capabilities and believe that I and/or my child is qualified, in good health, and in proper physical condition to participate in such Activities. I understand and acknowledge that the risk of injury and death exists in spite of all reasonable precautions that may be taken. By signing up to this class for myself, and/or my child, I hereby knowingly and willingly assume all of the risks for myself (and my child), including the risk of injury and even death.

Waiver, Release, Discharge, Indemnity, Hold Harmless and Covenant Not to Sue:

I do hereby waive, release and discharge, for myself (and my child) and for all heirs, executors and administrators, any and all rights and claims for damages for personal injury or death suffered by me (us) against the owner, operators, coaches, and other agents of Craven Gymnastics Club CIO. (Releasees) arising from or related to my (child's) participation in the Activities at Craven Gymnastics Club CIO. I hereby, covenant not to sue and agree to indemnify and hold harmless all Releasees from any and all liabilities, claims, demands and causes of action for losses or damages arising from personal injuries or death that may be suffered now or in the future from my or my child's participation in the Activities.

ADOPTED POLICIES & PROCEDURES

Craven Gymnastics Club is affiliated with British Gymnastics & therefore have adopted their below policies:

- Social media policy
- Health & Safety policy
- Photography policy
- Pain, Illness & Injury policy
- Health & Safety policy
- Equality policy
- Flexibility training policy
- Hydration policy
- Safeguarding children policies
- Concussion policy

All of the above mentioned policies can be found here:

<https://www.british-gymnastics.org/safe-and-fair-sport/policies-procedures>

ANTI BULLYING POLICY

Craven Gymnastics Club take all signs or allegations of possible bullying seriously. Disruptive, threatening or inappropriate behaviours of any kind, including bullying, is unacceptable and will not be tolerated.

Bullying can be:

- Emotional – being unfriendly, excluding, or tormenting (e.g. hiding belongings, threatening gestures)
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti, gestures and language
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – because of, or focusing on the issue of sexuality
- Verbal – name calling, sarcasm, spreading rumours or teasing

- Cyber – all areas of internet, such as email & social media misuse, mobile threats by text messaging & calls or social media, misuse of associated technology, i.e. camera & video facilities.

Examples of bullying within gymnastics could be:

- A gymnast who intimidates fellow gymnasts inappropriately, i.e. abusive text messages or abusive threatening messages via any social media or networking sites.
- A coach who adopts a win-at-all-costs philosophy, i.e. shouting, name calling or ignoring
- A parent who pushes too hard i.e. shouting at a child
- Anyone who intimidates another member of the club

DISCIPLINARY PROCEDURE

Craven Gymnastics Club operates a strict three stage disciplinary procedure, which applies to both parents and gymnasts, in the event of the rules being breached in order to maintain a safe learning environment. Disciplinary action will be taken only when informal discussions with parents and gymnasts have failed to resolve an issue.

Stage 1 - Members who fail to comply with the code of conduct will receive a verbal warning from the Head Coach. Parents and the Welfare officer will be informed.

Stage 2 – If behaviour continues to be challenging then a written warning will be issued.

Stage 3 - If a written warning has no effect, the gymnast will be suspended or expelled from the club at the discretion of the Head Coach and Welfare Officers.

In the event of gross misconduct, a member may face immediate suspension or expulsion.