



## New Starter Information Pack

Welcome to Penketh Gymnastics Club

You can find us at:  
Unit 4 Guardian Street Industrial Estate,  
Guardian Street, Warrington, WA5 1SJ

Parents who need to reach their child during training should contact the club emergency phone line – **07345 244 525** – It may not always be possible for coaches to answer the phone during sessions so **text messages are preferred**.

Messages will be passed on as needed.

## Coming For The First Time

### **Parking / One Way System**

We have limited parking spaces outside the gym. Please follow the one way system when entering and exiting. In by turning left as soon as you enter the estate and parking in front of the gym. Out by exiting around the back of the gym. Please make sure to only use our spaces, they are marked with a '4'.

### **Arrival**

Please arrive no sooner than 5 minutes before your class. You will be sent a door code on booking that will grant access to the building. Please enter and wait with your child in the gym until the previous class ends. One of our team of coaches will be available to talk to briefly at the beginning of each session if you need to make them aware of anything specific such as medical information or additional needs considerations. We do ask that their details are also kept up-to-date on JoinIn/LoveAdmin.

### **Watching**

We do not have space in the gym for a viewing gallery for parents/carers. You are welcome to stay for the first five minutes of the class, to ensure your child is settled. You can then come back in for the last five minutes before collection.

We have a Parents/Carers Room upstairs where you can wait during the session should you wish to stay on the premises. In the unlikely event that a child were to become upset their coach would come and find you straight away. If you are leaving site during the classes please ensure your contact details are correct on Join In.

***Our Drop Off & Collections Procedure can be viewed online [here](#). Please note we do not allow gymnasts to leave alone without prior permission slips and only once secondary school age.***

### **What to Wear**

Please ensure that your child is dressed appropriately, leotard or tucked in t-shirt and short/leggings. No buttons, zip, buckles or any clothing where the midriff is exposed. Club leotards are not compulsory but we have them in stock to purchase in the gym. Other clubwear can be purchased from <https://bit.ly/PenkethGymnasticsShop> All gymnasts should be barefoot, where a verruca is present it must be covered with microporous tape or plasters. Socks are not permitted.

**No Jewellery should be worn at any time.** All jewellery is to be removed prior to your child's class. If earrings cannot be removed (new piercing only for the first 6 weeks), then they are to be covered using microporous tape. Please do this in advance and do not rely on us to cover your child's earrings as this takes up extra time at the beginning of the class.

### **Mobile Phones**

Please note that we have a strict no phone use policy in the gym unless management have authorised their use in specific circumstances. We advise against gymnasts bringing phones into the gym, if they are brought in they must be switched off or on silent and kept in bags at all times.

Parents who need to reach their child during training should contact the club emergency phone line – **07345 244 525** – It may not always be possible for coaches to answer the phone during sessions so **text messages are preferred**. Messages will be passed on as needed. The full policy can be viewed online [here](#).

## **Hair**

Long hair is to be tied up in either a ponytail or plait. Fringes are to be secured with clips.

## **Health Issues**

Please make sure any medical conditions including any medical, physical or additional needs are listed on your child's Join In account. If there is anything their coach needs to be made aware of, please speak to them at the beginning of the class. If your child has a verruca, please ensure that it is covered with either microporous tape or plasters. Socks are not permitted. Please ensure your child goes to the toilet before starting their session.

## **Nervous Children**

If parents/carers feel that their child needs them to stay for the duration of their session, please let a member of our team know in advance so we can see how we can accommodate this and discuss any concerns that they may have. If you feel that your child would benefit from a slower transition into the gym, then please let us know as soon as possible so we can arrange something that will suit their needs.

We can also offer a club visit where a child and their parents/carers can come in and have a look around when classes are not running. This will hopefully give the child more of an idea of what to expect when they do start and give the parents/carers some time to share any concerns they may have in person. If you would like to discuss this further please email us at [admin@penkethgymnastics.co.uk](mailto:admin@penkethgymnastics.co.uk)

## **Other Members Information**

### **Terms and Conditions**

You can view the full terms and conditions of membership to Penketh Gymnastics Club on our website [here](#).

### **Safeguarding**

The club follow British Gymnastics Safeguarding Policies and Procedures which can be viewed [here](#). The club has two Welfare Officers; Elizabeth Patten and Laura Anstey, to contact them please email [welfareofficer@penkethgymnastics.co.uk](mailto:welfareofficer@penkethgymnastics.co.uk) or call 07493 110938. Their contact details can always be found on our website [here](#) and are displayed on the notice board in the foyer of the club and parents room.

### **Club Policies, Procedures & Guidelines**

Our policies can be found on the club website or in a folder at the front of the gym. The club follows all guidance laid down by British Gymnastics and utilises their policies where they exist.

You can find all of our policies linked on our website [here](#).

### **Communication**

A newsletter is sent on the 1<sup>st</sup> of each month to update parents/guardians on upcoming events/information (please ensure we have an up to date email address).

We have a [website](#), [Facebook Page](#), a members only [Facebook Group](#) (please make sure to answer the questions when requesting to join) and are on [Instagram](#). You can contact the club via email [admin@penkethgymnastics.co.uk](mailto:admin@penkethgymnastics.co.uk) or by phone 07910 800497. Please avoid using Facebook messenger or Instagram's Direct Message function to contact us as these inboxes are not regularly monitored.

### **Payment of Fees**

After your trial, should your child wish to continue fees will be set up. You will be charged pro-rata for the remainder of that month and prompted to set up your direct debit/pre-authorisation when paying those fees. Following that, fees are charged on the 1<sup>st</sup> month for that month. Payment must be made through Join In/Love Admin by way of setting up a direct debit/pre-authorisation. All payments are processed by London & Zurich.

You can log in to Join In here: <https://bit.ly/PenkethJoinIn>

### **Insurance**

After 2 classes, you will need to register your child with British Gymnastics (<https://bit.ly/JoinBritishGymnastics>) for them to be insured. If your child is not a member of BG then they are not insured to participate in the sport and will be turned away from classes. This is an annual membership which must be renewed each year.

### **Club Membership**

This is separate to British Gymnastics membership and is payable in January each year or when you join. The cost of membership will be confirmed in December and payment will be taken automatically in January through Love Admin/London and Zurich via your direct debit/pre-authorisation.

### **Cancellation of Class**

If a class must be cancelled, we will endeavour to inform you as soon as possible. It is the club's aim to ensure that your child has access to the minimum of 48 classes per calendar year.

### **Absent from Class**

Please inform us of any absences either by email ([admin@penkethgymnastics.co.uk](mailto:admin@penkethgymnastics.co.uk)) or text (07910800497). If your child misses 3 consecutive classes without notifying us, then they may lose their place in the class.

### **Competitions**

There are numerous opportunities for your child(ren) to participate in competitions and events throughout the year so you can see the progress of your child. The club will advertise any competition/displays through the club's newsletter – sent monthly via email, displayed on the club [website](#), on the [Facebook Page](#), in the [Facebook Group](#) and on [Instagram](#).

### **More Questions**

If you have any other questions, please don't hesitate to ask, we strive to have open and clear communication between ourselves and families. Coaches will be available for brief conversations before/after classes, otherwise please email Catherine, our Business Manager at [admin@penkethgymnastics.co.uk](mailto:admin@penkethgymnastics.co.uk)