



# **PENTLAND GYMNASTICS**

## **CLUB HANDBOOK**

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## 1. WELCOME & CLASS TIMETABLE

Welcome to Pentland Gymnastics Club.

We are based in Southwest Edinburgh and take gymnasts from pre-school and from beginner to elite competitor level and everything in between.

Our classes are based in Currie High School, Balerno High School and Nether Currie Primary School and our class timetable can be found below:-

### ARTISTIC

**TUESDAY (BHS):** 6-9PM (display team)

**WEDNESDAY (CHS):** 6-8PM

**THURSDAY (BHS):** 6-7PM / 7-9PM

**THURSDAY (CHS):** 5-6PM / 6-8PM

**FRIDAY (NC):** 2-3PM / 3-4PM

**SATURDAY (CHS & BHS):** 9-10AM / 10-12NOON  
PRE SCHOOL – BHS 12-1PM

### RHYTHMIC

**TUESDAY (BHS):** 6-8PM

**WEDNESDAY (CHS):** 6-8PM / 6-9PM (comp)

**THURSDAY (CHS):** 6-9PM (comp)

**SATURDAY (CHS & BHS):** 9-1PM (comp)

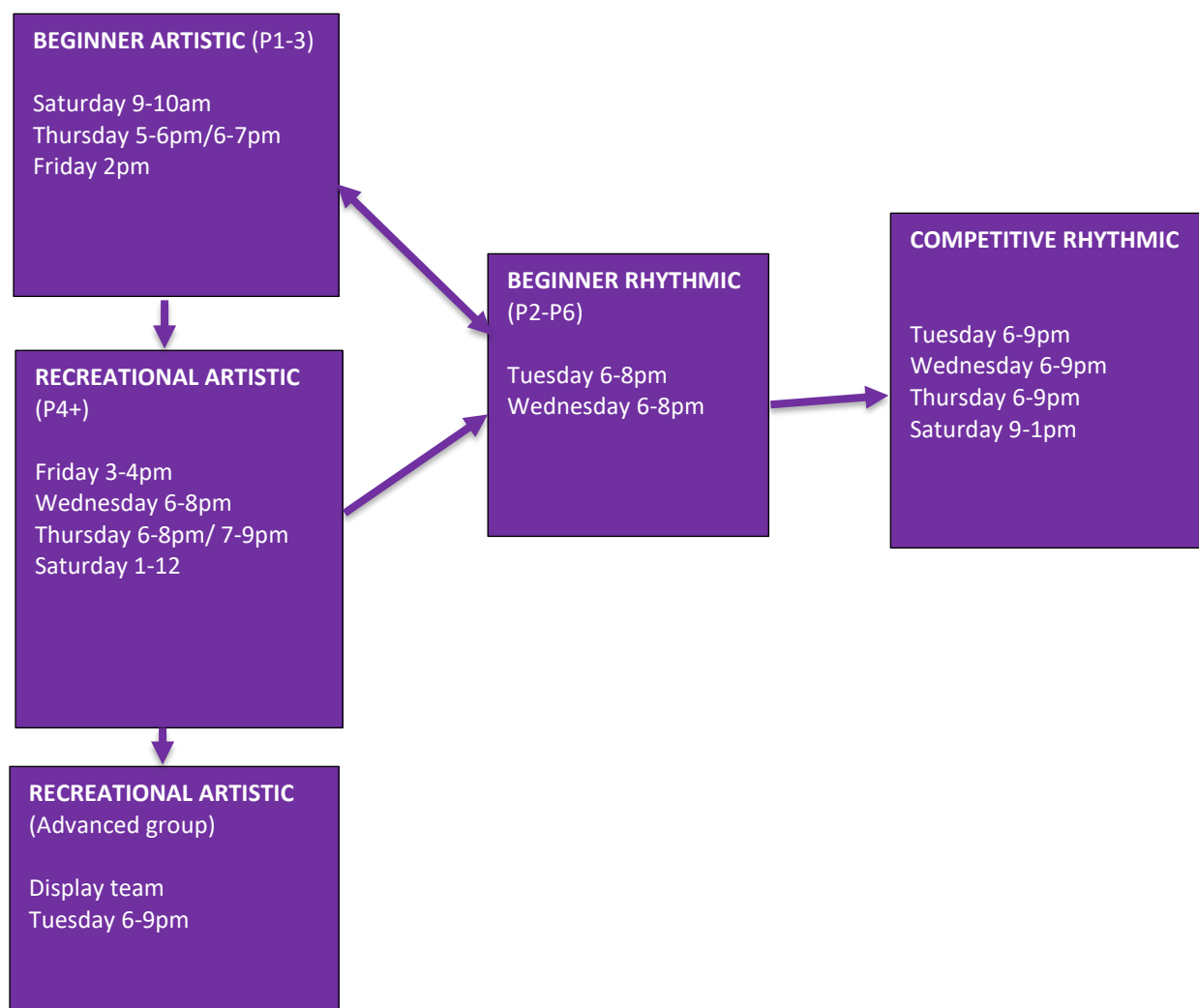
To find out more about the Rhythmic and Artistic pathways please see page Section 3.

## 2. CLUB MISSION STATEMENT

Our **mission** is to provide a safe, educational and enjoyable environment where children can develop self-confidence, enhance their physical abilities and gain experience in a recreational or competitive sporting environment.

### 3.

## ARTISTIC & RHYTHMIC PATHWAY



### 4.

## CLUB UNIFORM & EQUIPMENT

Please visit our website for further information on how to order club uniform or contact [pentlandgymnasticsuniform@gmail.com](mailto:pentlandgymnasticsuniform@gmail.com)

## 5.

## CODE OF CONDUCT

Pentland Gymnastics Club is fully committed to safeguarding and promoting wellbeing of all its members. The club believes that it is important that gymnasts, coaches, officials, volunteers and parents/ carers associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, gymnasts and parents/carers are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with Head Coaches, or the Safeguarding Officer if appropriate. As an affiliated club of Scottish Gymnastics, the national governing body for gymnastics in Scotland, we abide by their policies and procedures related to safeguarding, including codes of conduct which we have summarised below.

### CODE OF CONDUCT FOR GYMNASTS

As a gymnast of the club, you are expected to abide by the following code of conduct:

- Co-operate fully and respect requests and decisions made by coaches, helpers, officials, and administrators.
- Respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background, or religion.
- Pentland Gymnastics Club will not tolerate bullying or any other behaviour that may upset others, including during the use of social media.
- Gymnasts should be punctual and keep to agreed timings for training, competitions and events or inform their coach or Head Coach if they are going to be late.
- Accept success and failure in a noble/selfless way.
- Take care of all property belonging to the club or any club member.
- Be responsible for caring for your own equipment, clothing, and property.
- Do not leave sessions without permission of the person in charge.
- Mobile phones and other electronic devices should be switched off in the gym.
- No jewellery (including earrings) or unsuitable clothing or footwear should be worn during any club training sessions, competitions, or events.
- Gymnasts must not purchase or consume alcohol, tobacco products/ vape, solvents, illegal drugs of any kind whilst representing the club or on the club premises.
- Agree to abide by all Club Policies and Procedures that can be found on the Club website at [Home - Pentland Gymnastics](#)

## 5. CODE OF CONDUCT (cont'd)

### CODE OF CONDUCT FOR PARENTS AND CARERS

As a parent or carer of a gymnast at the club, you are expected to abide by the following code of conduct:

- Encourage your child to learn the rules and perform within them.
- Discourage inappropriate conduct and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept coaches and officials' judgements.
- Raise disagreements and concerns in a respectful manner adhering to club policies and procedures.
- Support your child's involvement and help them to enjoy their sport.
- Always use correct and proper language, including any communications via social media and Spond.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.
- Develop an appropriate working relationship with all coaches and other parents/ carers, based on mutual trust and respect.
- Parents/ carers must pay any fees for training or events promptly.
- Treat competitors from all clubs, other spectators and event staff with respect and appreciate their level of skill and talent.
- Respect and celebrate difference and do not discriminate against anyone else on the grounds of gender, race, sexual orientation, or ability.
- Never enter the arena or competition area without prior authority to do so.
- Parents should stay with children until at least one of the coaches are present

**By becoming a member of Pentland gymnastics parents, carers and gymnasts are confirming that they have read, and will adhere, to the code of conduct detailed above.**

## 6. CLUB POLICIES & PROCEDURES

Pentland Gymnastics is committed to ensuring that those working with children and adults adopt the best practice to ensure the health, safety and wellbeing of gymnasts and staff. For our access to all Policies and Procedures please visit [Club Policies & Procedures - Pentland Gymnastics](#)

This document outlines the Club's commitment to protecting children in line with the policies and procedures set out by Scottish Gymnastics.

### SEE SOMETHING, SAY SOMETHING

Pentland Gymnastics club will follow up all complaints and concerns including those which are raised anonymously. In the first instance we would always encourage you to alert a coach or the club manager, however, you can also contact our safeguarding officer or scan the QR code:



If you have a concern, or see something that worries you, please tell us.  
Club Safeguarding email: [pentlandsafeguarding@gmail.com](mailto:pentlandsafeguarding@gmail.com)

**Lucy Ross - 07941701018**

**Kerry Halliday - 07789685229**

A copy of our complaints procedure can be found on the Club Website. Scottish Gymnastics procedures for dealing with complaints will be followed and if an issue cannot be suitably addressed at club level and it will be escalated.

### INCIDENT/ ACCIDENT REPORTING

In the event a gymnast or coach hurts themselves whilst at training or at a competition you must inform the club immediately. The club will report the accident or incident to Scottish Gymnastics. Details of the personal accident cover can be found [here](#) in the event that physiotherapy is required as a result of the accident to aid recovery.

## 7. CLUB FEES EXPLAINED

Every gymnast is required to pay annual fees, the cost of which will be advised by our treasurer. We do however allow these fees to be paid monthly. An initial payment of £70 is required within the first few weeks of the new term commencing. The remaining annual fee can either be paid in a lump sum or in 9 equal instalments (1st October – 1st June<sup>8</sup>).

This fee amount is calculated annually for each gymnast based on the number of hours they train each week. If a gymnast's number of hours is changed (either up or down) a new fee note will be issued. All members will also require annual membership to Scottish Gymnastics, which includes appropriate insurance for your child and the club. This is over and above the "Club Fee" and must be paid to Scottish Gymnastics directly by registering your child online. More information regarding the Scottish Gymnastics membership registration process can be found on the Scottish Gymnastics website. [Joining - Scottish Gymnastics](#)

Additional training is often offered (during Christmas or summer school holidays). The cost of this will be communication under separate cover and should be paid by the deadlines detailed on the communication.

### PENTLAND GYMNASTICS BANK DETAILS

**Receiving Bank: Bank of Scotland**

**Sort code: 800620**

**Account No: 00711653**

**Account Name: Pentland Gymnastics Club Reference  
{Gymnast's Name} + what payment is for**

E.g. SMITHFEES (Fee payment)

E.g. SMITHLEOTARD (leotard payment)

E.g. SMITHCOMP (competition payment)

E.g. SMITHSUMMER (additional summer training)

Payment of all fees must be made in accordance with the dates and terms stated on the fee notice issued and **MUST** be paid directly into the Club's bank account by standing order or bank transfer. **No other method of payment will be accepted**

**We respectfully request that standing orders are set up for the 1st of every month, October – June inclusive.**

By attending the start of a new training month, the member undertakes to pay for the whole of that month.

No refunds will be paid if classes require cancellation due to unforeseen circumstances.



## 8. KEY CONTACTS AND CLUB COMMUNICATIONS

As a Club we aim to communicate with parents via the Spond App. Parents can download the app and add Pentland Gymnastics Club by using the code: **XRJAR**

If you wish to contact the club you can do this via Spond which enables contact with your child's coach directly, or email the club on [pentlansgymnastics@gmail.com](mailto:pentlansgymnastics@gmail.com)

Where possible we encourage all parents to add "Pentland Gymnastics Clubs" to their Facebook Groups (closed group).

### ARTISTIC COACHES

Claire Sills  
Adriene Wilson  
Claire MacIntosh  
Courtenay Hamilton  
Niamh Mitchell  
Tilly Harris

Jazmine Taylor  
Libby Gregson  
Isla Forbes

### RHYTHMIC COACHES

Sarah Uysal  
Yuliia Tokareva  
Grace Macleod  
Demi-Jo Mcwilliam  
Eilidh Sills (+choreographer)

Fiona Hercus  
Abbie Gibb  
Katie Kemp

### COACH HELPERS

Orla	Gibb
Freya	Anderson
Vaila	Bruce
Cerys	Anderson
Emma	Edmond
Freya	Firstbrook
Jessica	Hill
Saskia	Inglis
Evie	Kerr
Sophie	Lawson
Callie	MacIver
Grace	Macleod
Freya	Smith
Lucia	Falconer
Mila	Van Der Lindan

Jenny	Stoddart
Hallie	McConnachie
Fiona	Stevenson
Skye	Mitchell
Niamh	Nicholson
Anna	Purnell
Layla	Reay
Olivia	Reid
Evie	Ross
Ruby	Smith
Amy	Sutherland
Amy	Vinnicombe
Lily	Vinnicombe
Macy	Ross
Robyn	Mitchell
Maya	James

## 9. KEY CONTACTS & CLUB COMMUNICATIONS

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Name	Role	Contact
Lara Gregson	Chairperson	<a href="mailto:pentlandgymnastics@gmail.com">pentlandgymnastics@gmail.com</a> FAO Lara Gregson
Adrienne Wilson	Membership Secretary	<a href="mailto:pentlandgymnastics@gmail.com">pentlandgymnastics@gmail.com</a>
Courtenay Hamilton	Minute Secretary	<a href="mailto:pentlandgymnastics@gmail.com">pentlandgymnastics@gmail.com</a>
Theresa Mitchell Karen Hill	Treasurer Vice Treasurer	<a href="mailto:tc.mitchell@tiscali.co.uk">tc.mitchell@tiscali.co.uk</a> <a href="mailto:pentlandgymnastics@gmail.com">pentlandgymnastics@gmail.com</a>
<b>Vacancy</b>	Fundraising Coordinator	<a href="mailto:pentlandgymnastics@gmail.com">pentlandgymnastics@gmail.com</a>
Kerry Halliday Lucy Ross	Safeguarding Officers	<a href="mailto:pentlandsafeguarding@gmail.com">pentlandsafeguarding@gmail.com</a>
Claire Sills	Club Head Coach and Club Manager	<a href="mailto:pentlandgymnastics@gmail.com">pentlandgymnastics@gmail.com</a> (and via Spond App)
Claire MacIntosh	Coach Rep	<a href="mailto:pentlandcoachesfeedback@gmail.com">pentlandcoachesfeedback@gmail.com</a>
Samantha Hamilton	Equipment Secretary (including uniforms)	<a href="mailto:pentlandgymnasticsuniform@gmail.com">pentlandgymnasticsuniform@gmail.com</a>
Debbie Messis  Louise Firstbrook	Parent Rep	<a href="mailto:Pentlandparentfeedback@gmail.com">Pentlandparentfeedback@gmail.com</a>