



Policies, Procedures and Rules

By becoming a London Trampoline Academy or London DMT member you agree to abide by the following policies, procedures, and rules. These apply to all members, which includes participants, coaches, parents, guardians, carers, and other volunteers.

The aim of these policies, procedures and rules is to help ensure a fun and safe environment for all, including at training sessions, competitions, and other club events. Failure to follow these will result in termination of your membership (see complaints and discipline procedure).

If you have any queries, please email info@londtrampoline.com

Updated: 01/08/2020

Review date: 01/08/2021 unless British Gymnastics release new policies prior to this date.

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British Gymnastics Polices adopted by London Trampoline Academy and London DMT

London Trampoline Academy and London DMT adopt the following British Gymnastics policies:

- British Gymnastics Conduct for Coaches and Officials
- Standards of Conduct for Registered Clubs
- BG Membership Rules
- BG Health, Safety and Welfare Policy
 - BG Safeguarding Policy
 - BG Safe Trips
 - Safe Environment
 - Safe Participation
 - Coaching Practice
- BG Equality Policy
- BG Use of Criminal Records Check Policy
- BG Anti-Doping Policy
- BG Social Media Policy
- BG Policy for the participation of Trans People

All these policies can be found on the British Gymnastics website: <https://www.british-gymnastics.org/>

Welfare summary

We take the welfare of our members very seriously, all our coaches are qualified through British Gymnastics, are DBS checked and have safeguarding training.

All members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of London Trampoline Academy and/or London DMT with the Welfare Officer, Harriet Curtis. You can contact the Welfare Officer on welfare@londontrampoline.com or 07523802751

Social Media summary

London Trampoline Academy and London DMT adheres to the British Gymnastics social networking guidelines which can be found on the British Gymnastics website. Key and/or additional points specific to London Trampoline Academy and London DMT are identified below and may be added to at any time without notice.

- Should a person under the age of 18 or a vulnerable adult request to become a named friend on a coaches or other club volunteer personal Social Networking Page

or request that a coach or club staff become a named friend on their Social Networking Page the request will be declined as they are in a position of trust and responsibility within a British Gymnastics registered club.

- Should any members including participants, parents, coaches and club officials found to be engaging in online bullying, in any form, will have their membership suspended pending investigation and possibly have their membership and attendance at London Trampoline Academy and/or London DMT revoked.

London Trampoline Academy and London DMT Code of Conduct

As we are fully committed to safeguarding and promoting the wellbeing of all members, we believe that it is important that all members with London Trampoline Academy/London DMT should, always, show respect and understanding for the safety and welfare of others.

As such, all members must abide by the following code of conduct at all times.

- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs, or sexual identity.
- All members should be a positive role model and treat others with the same level of respect you would expect to be shown to you.
- All members should encourage everyone to enjoy sport and understand that people have different motivations for taking part.
- All members must be supportive of each other, criticism of performances may only be made our experienced coaches in a balanced and positive way.
- Support the London Trampoline Academy/London DMT, officials, coaches and judges.
- Set a good example by recognising fair play and applauding good performances of all.
- All members must use correct and proper language at all times.
- Members are not allowed to smoke, consume alcohol or drugs on academy premises or whilst representing the Academy/London DMT.
- Bullying of any sort will not be tolerated.
- Above all, remember that this is supposed to be enjoyable for all participants!

Parents, guardians, and carers must adhere to the following additional code of conduct to show respect and understanding for the safety and welfare of all our members.

- Always be supportive and praise efforts.
- Always recognise good performance, not just results.
- Ensure participants adhere to club rules, policies, and procedures.
- Ensure any concerns are raised with the appropriate club representative, in the appropriate manner.
- Support club coaches, officials and volunteers. They always have the best interests of the participant at heart.
- Support participants to accept responsibility for their own performance and behaviour.
- Understand that all feedback is to be made by our experienced coaches in a balanced and positive way.
- Understand that unfair play and arguing with officials is actively discouraged.
- Never berate, punish, or belittle a participants.
- Never force anyone to take part in a sport.

London Trampoline Academy and London DMT Membership Policy

Membership is open to all, regardless of age, gender, ability, race, cultural background, religious beliefs, or sexual identity.

To be a member of London Trampoline Academy and/or London DMT you must pay your membership fee and hold British Gymnastics membership.

The London Trampoline Academy and/or London DMT membership fee is an annual fee and is non-transferable and non-refundable.

Membership fees must be paid upon joining the club, and then by 31st October each year.

Important note: Participants must also have British Gymnastics membership for insurance purposes. Anyone found not to have BG membership after attending sessions for 6 weeks will not be able to attend until they have gained their BG membership.

BG membership can be acquired here: <https://www.british-Gymnastics.org/renewal-options>

Participants are responsible for their own BG membership, however, please contact the club manager at info@londontrampoline.com if you would like assistance.

Cancellation and termination of membership

- Membership may be revoked due to any behaviour contrary to the policies, procedures, and rules of London Trampoline Academy/London DMT (see complaints and discipline procedure).
- London Trampoline Academy and/or London DMT reserves the right to terminate the membership of any member who fails to attend for a period of eight weeks.
- Should you wish to cancel your membership, you must provide us with 4 weeks' notice in writing via email to info@londontrampoline.com
- You will be liable for the sessions that have taken place up to your notice was given and for those taking place during the 4-week notice period. You are welcome to continue attending sessions during the notice period. Please be aware no refunds will be given if you choose not to attend the sessions during the notice period.

London Trampoline Academy and London DMT training session rules

Clothing

Participants must wear appropriate sports clothing, including socks. Participants not wearing appropriate sports kit may not be able to participate in the session.

Appropriate clothing includes:

- Sports shorts and t-shirt
- Leotard
- Tracksuit bottoms
- Leggings
- Clean socks or trampoline/DMT shoes

The following is **not** suitable:

- Jeans
- Trousers or shorts with buttons or zips
- Dresses or skirts
- Hooded clothing
- Any clothing with items that could damage the trampoline (i.e. buttons etc) or could come off (i.e. sequins)

- Clothing must be different from that which has been worn all day.
- All participants must wear shoes when not on the equipment, this can include trainers, crocs, sliders.
- Those participating in trampoline and DMT should bring 2x pairs of socks or trampoline/DMT shoes (2 disciplines, 2 clean foot coverings).
- Long hair must be tied up
 - hair bands with hard decorative items on are not suitable.
 - Decorative head bands are not suitable

Jewellery

All jewellery and piercings must be removed or taped including ear piercings, nose piercings, and naval piercings.

Watches, including smart watches and activity trackers such as fitbits must be removed.

Behaviour

Trampolining/DMT is a vigorous activity and the possibility of injury does exist. As such all participants must:

- Follow coaches and assistants' instructions

- Spot along the side of the trampoline
- Inform a coach and/or assistant if they are leaving the sports hall
- Keep belongings at the side of the hall, away from equipment
- Phones must always be kept in bags.
 - If you require to do filming and/or photography for schoolwork etc you must receive written permission from the club manager prior to the session.
- Not cross the DMT run up
- Wear shoes during floor warmups and when not on trampolines/DMT
- Arrive on time and stay for the duration of the session
 - If a participant needs to arrive late or leave early, written permission from the club manager must be received prior to the session.
- Must ensure any queries are asked at the beginning or end of sessions so as not to disrupt the session.

Belongings

Participants must bring the following with them to training sessions:

- a water bottle
- log book
- training diary
- a pen
- clean socks

Any other belongings must be kept at the side of the hall away from the equipment. Logbook and training diary will be supplied after membership fees have been paid.

Spectators

As we are fully committed to safeguarding and promoting the wellbeing of all members, spectators are welcome within the sports hall if the following rules are followed.

- Spectators must arrive with a participant or to collect a participant
- Spectators under the age of 18 must be accompanied by an adult
- Spectators may not, under any circumstances, take photos or film without prior written permission of the club manager.
- Spectators must stay at the side of the hall
- Spectators may not approach the equipment
- Spectators must ensure any queries are asked at the beginning or end of sessions so as not to disrupt the session.

Drop off/Pick up

- Participants that are dropped off for sessions should be brought into the sports hall by the person(s) responsible for them.
- Participants that are collected from sessions should be collected from within the sports hall by the person(s) responsible for them.

- Participants under the age of 18 who are permitted to travel to and/or from sessions by themselves must have this noted on the session register.
- Participants over the age of 18, who are considered vulnerable adults, but are permitted to travel to and/or from sessions by themselves must have this noted on the session register.

London Trampoline Academy and London DMT COVID-19 policy for Harlington Sports Centre

London Trampoline Academy and London DMT are committed to ensuring the welfare of our members and coaches. This document outlines the measures we have put in place to ensure we can safely return to training. Whilst we have taken all necessary precautions to maintain a COVID Secure environment, we cannot guarantee a completely risk-free environment. Please note, this is a live document and will be updated in line with Government Guidelines, National Body Guidelines and Public Health England Guidance. All updates will be sent to you with the changes highlighted.

By booking sessions with London Trampoline Academy and London DMT via our class4kids booking website (<https://london-trampolineacademy.class4kids.co.uk>) you agree to abide by the procedures and policies outlined in this document. If you have any questions, please contact us at info@londontrampoline.com

1. Booking

- All participants must book all sessions online.
- Participants that have not booked via class4kids, will not be allowed into the building.
- Sessions are limited to 4 trampoline participants per bed.
- Participants for trampoline will be put into groups and these will be communicated ahead of each session
 - Groups are 4x participants and a coach/assistant
 - These groups will be maintained wherever possible
 - E.g. participants that train on a Tuesday & Thursday will be kept in the same group with the same coach/assistant where possible
 - Those in the same household will be grouped together

2. Harlington Sports Centre (HSC) Regulations

- Please click the links below to read the site usage regulations. Please ensure you have read these documents prior to arriving.
 - [Reopening Guidance – Version 3](#)
 - [Generic Protocols – Version 2](#)
 - [Indemnity Form – Version 1](#)
 - All members will have to complete this upon arrival (under 18's will need their parent/guardian/carer to sign on their behalf)
- Prior to entry to the building participants/parents/guardians/carers must adhere and agree to the following:
 - Queue outside the main entrance until prompted by an HSC staff member for entry
 - Either complete or hand in your indemnity form
 - Confirm name and Next of Kin details
 - Have their temperature taken
 - Should your temperature exceed 37.8°C, entry to the site may not be permitted. Should this occur you are required to either self-isolate for 14 days or take a Covid test and send LTA / HSC your negative result
 - Sanitise their hands-on arrival
 - Test and Trace information will be stored for 21 days

3. Arrivals

- Participants must arrive on time
 - Please wait in the car park if you are early.
 - If you are going to be 10+ minutes late, please contact the club on 07565064244
- Parents/guardians/carers are not permitted to enter the building to minimise the number of people in the venue.

4. During sessions

- Participants and their coach/assistant will be assigned a trampoline
- There will be spots on the floor for participants and coaches/assistants to stand on around the trampolines, see below Harlington Sports Centre Interior Plan, to maintain social distancing.
- Participants will need to get on/off the equipment in specific ways which will be directed by the coach/assistant, see below Harlington Sports Centre Interior Plan, to maintain social distancing.
- Exceptions to this include
 - Anyone who may struggle with maintaining social distancing or following the club's COVID-19 policies without supervision. In these cases, the participant and the parent/guardian/carer must both register for the session. Please contact us in advance to discuss specific requirements.
 - An emergency, in which case full PPE may have to be applied.
- Participants must bring hand sanitiser for use when arriving at the sports centre, before/after bathroom breaks, before/after getting on/off the trampoline.
- Facemasks are not permitted to be worn when on the trampoline for safety reasons.
 - Participants may wear facemasks if they wish whilst waiting for their turn.
- Warm-ups will be undertaken on the trampoline.
- Participants may only jump on the trampoline they have been assigned to.

5. End of session

- Participants will exit the sports hall in their groups.
- Participants must be collected promptly from the waiting area, see Harlington Sports Centre exterior plan.
- Whilst we appreciate all assistance in set up, and down, during this period of social distancing, only coaches/assistants will be setting up/down equipment.

6. Testing

- Based on NHS guidance, please refer to the attached flow diagram for how we will be approaching those who require COVID-19 testing.
- Guidance:
 - Test pending: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>
 - For what to do if a positive Covid case is identified in a bubble: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>
 - For how far back (48 hours) we should enforce this requirement: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/>

7. Refunds

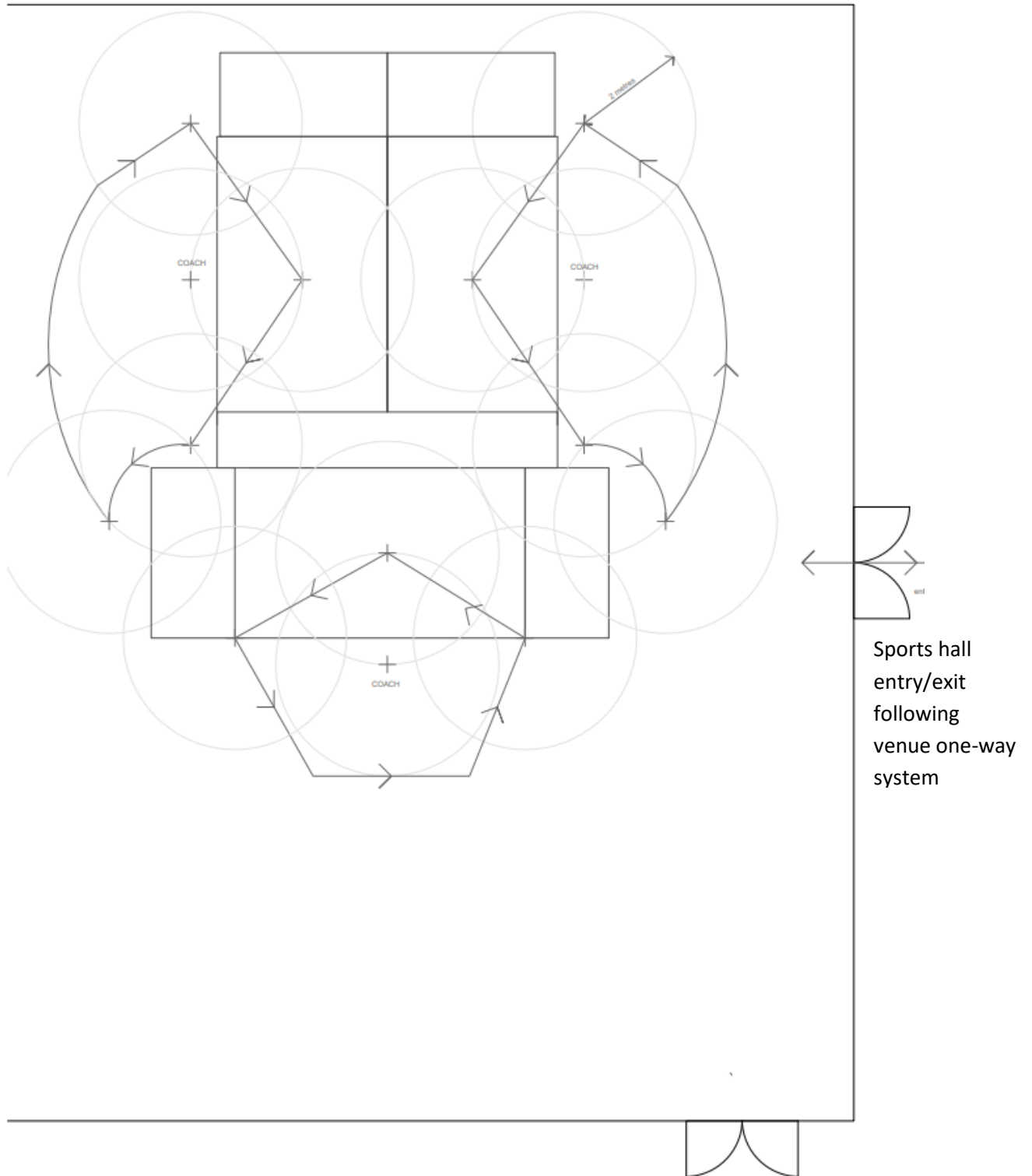
- If a participant is unwell and provides a COVID-19 test result (positive or negative), then they may receive a refund or a make-up session when appropriate.
- Refunds or make-up sessions will not be given to participants that do not turn up, without contacting the club a minimum of 15 minutes prior to the session starting.

8. Additional information

- Due to the lengthy period away from trampolining, participants will follow the return to training coaching policy.
- Participants with COVID-19 symptoms must not attend sessions.
- If participants have minor cuts and scrapes, these must be fully covered with plasters prior to arrival.
- Participants are asked to minimise the belongings they bring with them to:
 - water bottle
 - pen
 - medication
 - logbook & training diary
 - hand sanitiser
- Equipment will be cleaned prior to the start of the session by the coaches/assistants.
- Participants must arrive wearing sports clothing, ready to participate in the session.
 - To minimise use of the changing facilities
 - Ideally, this should be different to the clothing they have worn during the day.
- Where possible, participants should avoid using changing facilities and reception.
- We are operating a 3 strikes discipline procedure to ensure all participants, parents/guardians/carers follow these procedures and policy:
 - Anyone found to be acting contrary to these procedures and policies will be informed of the behaviour that is contrary by the coach in charge of the session.
 - The instances will be reported to the management committee.
 - Anyone who has 3x instances reported to the management committee will have their membership suspended, will not be able to attend sessions and will not be entitled to a refund until an investigation has been completed.
- The reception area, changing rooms, toilets and water fountain are outside of the club's remit and are under the COVID-19 mitigation measures of the venues. You can see the measures they're taking at <https://www.harlingtonsportscentre.co.uk/covid-19-information/>
- This document will be updated when we are able to return to our main venues.
- If you have any concerns, or feel that any policies and procedures are not being followed, or are not in line with current government and British Gymnastics guidelines please email info@londontrampoline.com
- Information and guidelines used to form this policy & procedures:
 - Government guidelines: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>
 - British gymnastics guidelines: <https://www.british-gymnastics.org/step-forward>
 - Other guidelines:
 - <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

- <https://www.cimspa.co.uk/library-and-guidance/coronavirus---cimspa-briefings/reopen-sport-and-physical-activity-sector-facility-reopening-guidance>
- <https://www.sportengland.org/how-we-can-help/coronavirus>

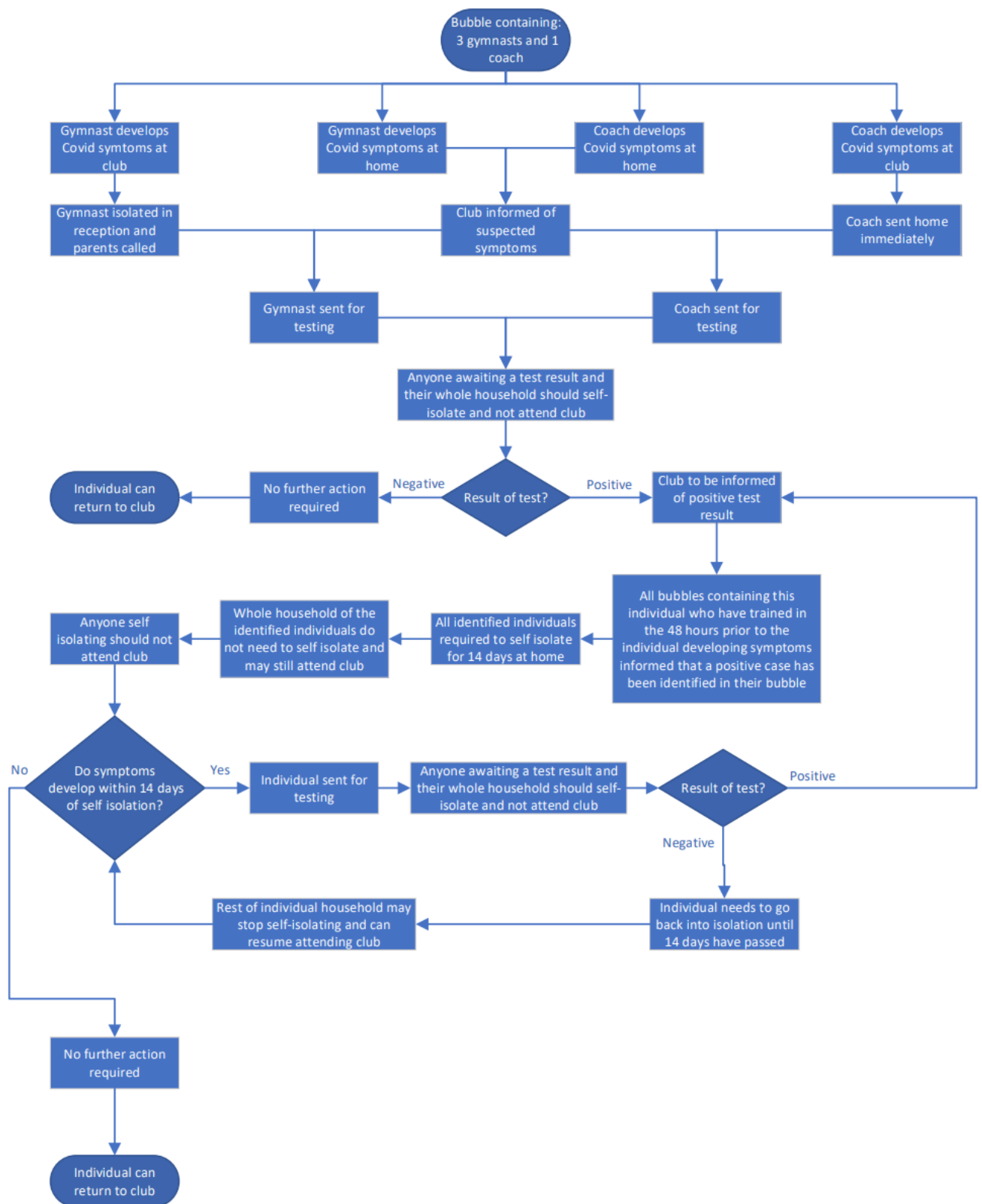
9. Harlington Sports Centre Interior plan



10. Harlington Sports Centre Exterior plan



11.COVID-19 testing flow diagram



London Trampoline Academy and London DMT Photography Policy

London Trampoline Academy and London DMT adheres to the British Gymnastics Photography Policy which can be found on the British Gymnastics website. Key and/or additional points specific to London Trampoline Academy and London DMT are identified below and may be added to at any time without notice.

- During training sessions photography and video may only be done as an aid to coaching by qualified club coaches. These are stored securely and deleted when no longer required for coaching purposes.
- Should the club require to do any photography or filming during training sessions for social media or website purposes, participants of the session will be informed prior to the session.
- Photography and filming may only be done by participants in line with the London Trampoline Academy and London DMT training rules.
- Photography and filming may only be done by spectators in line with the London Trampoline Academy and London DMT training rules.

- At special club events such as club activity days or club competitions, photography and video may be taken by persons nominated by the club manager and/or welfare officer on club managed and encrypted equipment. This photography and video may be used on the London Trampoline Academy and London DMT website and social media.
- During special club events, participants and spectators may photograph or film performances. However, they must also be prepared to allow and enable the club welfare officer to view any images recorded and permanently delete any image they are directed to.

London Trampoline Academy and London DMT Coaching Policy

All decisions regarding coaching and coaching policy will be made by the head coach.

Coaches code of conduct

We are fully committed to safeguarding and promoting the wellbeing of all members, we believe that it is important that all members with London Trampoline Academy and/or London DMT should, always, show respect and understanding for the safety and welfare of others. As such, all coaches must abide by the following code of conduct at all times.

- Adhere to the British Gymnastics Standards of Conduct for coaches and officials.
- Have a valid British Gymnastics membership, DBS, safeguarding and coaching qualification.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs, or sexual identity.
- Display moderate and responsible behaviour.
- Always be supportive and praise efforts.
- Always recognise good performance, not just results.
- Ensure all feedback is made in a balanced and positive way.
- Ensure participants adhere to club rules, policies, and procedures.
- Accept responsibility for the conduct of participants coached by them
- Set a good example by following and understanding competition rules
- Always use correct and proper language.
- Respect information confidentiality.
- Ensure any concerns are raised with the appropriate club representative, in the appropriate manner.
- Report any safeguarding concerns promptly.
- Follow correct procedures at competitions in respect of any competition decision.
- Must not take bribes, bet on, attempt to manipulate results or be involved in any other form of corruption in relation to any trampoline or DMT competitions.
- Must not disparage, intimidate or seek to poach participants from other clubs
- Must not berate, punish, or belittle a participants.
- Must not smoke or consume alcohol or drugs on Academy premises or whilst representing the London Trampoline Academy and/or London DMT
- Bullying or discrimination of any sort will not be tolerated.

Return to training

- Where participants have had a sustained period of injury or time away from trampoline, coaches will assess their fitness and skill level upon their return in line with the BG safe coaching policy

- Participants will attend a return to training session where assessments will be made
- Coaches will prepare a return to training session plan to build the participant back up to the skill level at an appropriate pace.

Day-to-day coaching

- The head coach will direct all coaching including:
 - directing performers to beds
 - directing the experienced performers to coach participants
 - re-arranging beds/performers/sessions when appropriate
 - naming a designated coach for sessions not attended by the head coach
- Arrangements made by the club's head coach will not be changed by other members
- No advanced skills beyond front and back somersault are allowed without the express permission of the head coach when the head coach is not present at a session.

Coaching courses

- The clubs will support (through a variety of resources, possibly including part funding) those members of 14 and over who are committed to becoming a coach for London Trampoline Academy and London DMT.
- The member will be monitored by a designated coach (to be determined by the head coach) and will work under the direction of that coach.
- The member will work with a group of participants with a range of abilities suitable to the level of coach. This group will be identified by the head coach.

London Trampoline Academy and London DMT Competitions Policy

Competition entries

- Club members may only represent the clubs at competition
- Competition entries will follow the following format:
 - The clubs will identify (in consultation with coaches) who is ready/eligible for competitions and at what level.
 - Members will be selected to represent the clubs by the head coach.
 - Selected members will be informed of their selection, and the seasons competition dates, venues, and entry fees.
 - Members must inform the head coach of any competitions they cannot attend within 2 weeks of selection.
 - Entry fee's must be paid at least 1 week prior to the competition closing date or as otherwise communicated by the competition secretary or head coach.
 - Members will then be entered and are expected to compete as arranged.
- Competitors entered for a competition, must attend the competition
 - The clubs must provide officials in proportion to the number of entrants. If competitors drop out, or fail to turn up, then officials have given up their time unnecessarily.
 - Except in genuine cases of illness or real emergencies, competitors are expected to turn up on the day. Unless communicated to the team manager, assumed that there are no transport difficulties on the day.
 - Failure to turn up for a competition will result in no further competition entries
 - other than through injury or with specific permission

Competition attire

- Performers must wear competition attire as follows:
 - National competitors
 - Female - leotard, tracksuit and polo shirt. Shorts are optional for female
 - Male – leotard, shorts or trousers, tracksuit and polo shirt.
 - Regional competitors
 - Female - leotard, polo shirt/t-shirt. Shorts are optional for female
 - Male – leotard, shorts or trousers, polo shirt/t-shirt
 - Tracksuits are optional at this level of competition
- You are expected to wear competition attire during competitions and during warm-ups as you will be needed to spot/mat for teammates.
- If you wish to be on the floor with teammates you must be in competition attire.
- If you don't own the appropriate kit you won't be entered.

- Allowance will be made for a participant's first competition, following which entries will be refused until kit has been purchased.

Transportation and accommodation

- All competitors will be expected to organise their own transportation to events themselves or with parents/guardians/etc.
- The clubs will provide assistance to match competitors with car sharing
- Where international travel is necessary, the club will facilitate transportation and accommodation. The club will not book anything for those who have not paid deposit etc.

Competition Behaviour

- At competitions, performers welfare is the responsibility of coaches and the Team Manager.
- Competitors must remain in the competition area unless they are permitted to leave the area by the team manager.
- Competitors must be available for presentations and march on
 - Competitors must be in club kit when accepting awards/medals at the competition
- Parents are not permitted to be in the competition area unless by invitation of the team manager or unless they are fulfilling an official role.
- Competitors are expected to spot/mat for each other.
 - Competitors must be in kit on the competition floor
- Unless otherwise advised, competitors must arrive by the start of the competition and stay for the duration.
 - This is so that competitors can support their team-mates who are competing in the morning and ensures team-mates in the afternoon are also supported. If for any reason this is not possible, please ask permission from the head coach or competition secretary at least a week prior to the event.

Competition Officials

- Competition entries cannot be done without also nominating officials. Clubs must provide officials in proportion to the number of entrants.
- Therefore, all competitors old enough to complete a British Gymnastics judging course are required to do so.
 - Parents/guardians are encouraged to complete the course instead/as well as the competitors
- Parents/guardians of a competitor must be available for unqualified official positions at a competition at which the participant is entered.

- Where possible, officials should claim back travel/accommodation expenses from the national governing body or regional governing body
 - Where this is not possible, reasonable travel expenses for qualified officials will be paid by the clubs
 - Should accommodation be required, this will be organised and paid for by the clubs for qualified officials

London Trampoline Academy and London DMT Complaints and discipline procedure

- The management committee are responsible for reviewing membership of any club member who infringe the club policies, procedures, rules, or constitution.
 - This includes participants, coaches, parents, guardians, carers, officials and other volunteers.
- All complaints regarding the behaviour of members should be submitted in writing to the Secretary or Chairperson.
 - secretary@londontrampoline.com
 - chair@londontrampoline.com
- The management committee will meet to hear complaints within 21 days of a complaint being lodged.
- The outcome of a management committee meeting will be made in writing to the complainant and member, within 14 days of the meeting.
- Members can appeal the management committee's decision.
 - Appeals must be lodged with the Secretary or Chairperson within 14 days of receiving the decision of management committee.
- The management committee will consider the appeal within 14 days of the Secretary or Chairperson receiving the appeal.
- The management committee is responsible for taking any action of suspension, discipline or termination of membership following such hearings.
- The management committee has the power to expel any member who acts in any way contrary to the policies, procedures or rules of the Club or whose conduct shall, in the opinion of the management committee, render such member unfit for membership.
- No person whose membership has been terminated shall be introduced by any other member as a visitor to any part of the club premises
- The Club reserves the right to withhold membership refunds.
 - No member who has been expelled from the club shall be entitled to a refund on membership.