



#buildaCEGCfuture

City of Edinburgh Gymnastics Club

Welcome and Information Pack

**City of Edinburgh Gymnastics Club Company Ltd by Guarantee SC548559
Registered Scottish Charity SC049482**

Table of Contents

Part 1 - Welcome and General Information

1. Welcome	1
2. Club Overview and History	
3. Our Organisation	
4. Mission Statement	

Part 2 - Our Services

1. What services do we provide	5
2. How do we identify gymnasts with the potential to progress?	

Part 3 - Membership and Fees

1. Annual Membership Fees	6
2. Training Fees	
3. Terms and Conditions	
4. Code of Conduct	
5. Corporate Membership	

Part 4 - Taking Part

1. What to Wear	10
2. Leotards	
3. Hand Protection	
4. Club Merchandise	
5. Food – Snacks and Packed Lunches	
6. Feedback from Coach Team	
7. Annual Parents Nights	

Part 5 - Communication

1. Email	12
2. Social Media	
3. Club Website	

City of Edinburgh Gymnastics Club

Club Information Pack

Part 1 Welcome and General Information

Welcome

Thank you for choosing the City of Edinburgh Gymnastics Club and welcome to our programme of opportunities. We hope that your child will enjoy their new class and will grow and develop not only their gymnastic skills but also those softer skills such as confidence, teamwork, and determination all whilst meeting new friends.

CEGC are currently the largest gymnastics club in Edinburgh providing opportunities for gymnasts of all levels from complete beginners to elite performers. Robust development pathways provide real opportunities for any gymnast who presents the ability to progress in our sport and step by step programmes support each individual's gymnastics journey.

Club events such as our Annual Competition and our Christmas Displays are opportunities for all members to be part of the fun. Holiday clubs in February, Easter, Summer and October are suitable for all levels and open to all. Our award scheme introduces goals and targets for members who are not yet in our competitive sections applauding effort and celebrating progress.

Welcome to CEGC!

Club Overview and History

City of Edinburgh Gymnastics Club was originally established by Edinburgh Leisure in 2006 to provide development opportunities in Women's Artistic Gymnastics.

In September 2009, the club separated from Edinburgh Leisure and became an independently constituted voluntary club. A voluntary committee of parents was elected to support the head coaches in the day to day running of the club.

By January 2010, the club had expanded and established its own recreational classes for girls and boys. Soon after this a display section was added to the schedule that provided opportunities for gymnasts who wanted to participate in the sport without the pressure and the time commitment required for competition.

The impending demolition of Meadowbank Sports Centre required a move in late 2013 to Tumbles Gymnastics Centre, a purpose built gymnastics facility owned and operated by Edinburgh Leisure.

Gradually, club growth and new opportunities at grassroots level necessitated the addition of 6 further training locations at Ainslie Park Leisure Centre, Broughton High School, James Gillespie's High School, Holy Rood High School, Energy Gym at Meggetland and Primal Gym Leith.

Management structures developed and improved too and in October 2016 CEGC became a Company Ltd by Guarantee, adding to this full charitable status in July 2019.

City of Edinburgh Gymnastics Club

Club Information Pack

Our Organisation

Management Structure

CEGC is a Company Ltd by Guarantee with charitable status. The affairs of the club are managed by an executive board of directors that includes a combination of appointed and elected directors. Day to day running of the coaching program is managed by the joint head coaches. They manage a team of employed and self-employed coaches who provide coaching services to the club under contracts for service.

Governing Body

CEGC is affiliated to Scottish Gymnastics the national governing body for our sport. All of our gymnasts, including those in our recreational programme are required to be individually affiliated to Scottish Gymnastics. Individuals can use the link below to organise membership to Scottish Gymnastics. <https://www.scottishgymnastics.org/joining>

Head Coaches

Our Club is led jointly by our Head Coaches Kathryn Findlay and Claire Masterton, who are both experienced Women's Artistic coaches. Jointly they manage all aspects of day to day running of the club including coaching and management programmes. They are supported by a number of dedicated coaches and parent volunteers.

Coaches

Coaching is provided by a coaching team ranging from Level 1 assistant coach to Level 4 Senior coach. Additionally, the club operates a supply system and has a pool of coaches who may be engaged when cover is required.

Our aim is to maintain a high ratio of coaches to gymnasts to ensure that our members are given the best opportunity to develop their potential.

Gymnasts

The gymnasts in the club are currently organised into sections: Beginner, Intermediate, Development, 2-piece Competitive, 4-piece Competitive and Display. The head coaches jointly run all sections.

Mission Statement

Our mission is to provide community participation and competitive opportunities to encourage lifelong engagement with the sport of Gymnastics.

We will do this by addressing barriers to participation and overcome them by welcoming gymnasts, officials and volunteers to enjoy the sport of Gymnastics in a safe, friendly and inclusive environment.

City of Edinburgh Gymnastics Club

Club Information Pack

Part 2 Our Services

What services do we provide?

Recreational Section: Recreational classes are suitable for boys and girls who are beginners or those wishing to train one session per week. We offer beginner and intermediate classes providing an introduction to basic gymnastics skills. Recreational gymnasts can progress through an award structure, participate in our annual showcase festival event, compete in our friendly club competition each year and enjoy holiday courses during most school breaks. Our coaches will invite recreational gymnasts who show good progress and keen interest to join our competitive section.

Competitive Section – Development gymnasts are 5-7 years old and train on all 4 pieces of apparatus. These gymnasts train twice a week for 4-8 hours in total and compete in three or four competitions per year. The year that they turn 8 (by year of birth, not by birthday) they will either join our 2-piece or 4-piece section.

Competitive Section – 2-piece gymnasts train on all 4 pieces of apparatus, with a focus on Floor and Vault for competitions. The main competitions are the Scottish Floor and Vault, usually held in June and November in Perth. There are also competitions hosted by other gymnastics clubs. These gymnasts train twice a week for 3-4 hours in total, and compete in 4 or 5 competitions per year.

Competitive Section – 4-piece gymnasts train to compete on all Women's Artistic apparatus, Vault, Bars and Beam and Floor. They compete in competitions held by Scottish Gymnastics, as well as those organised by other clubs. Gymnasts in our Regional programme train between 8-12 hours per week and between 16 and 24 hours per week for gymnasts in our Performance section. Holiday Courses are organised during the summer break for all competitive gymnasts.

Display team performs at several festivals throughout the year including Scottish Gymfest. This is open to any of our competitive gymnasts, as certain skills are required to participate. It is a fun, non-competitive class where gymnasts perform choreographed group routines to music, with balances and tumbles. Many of our gymnasts who can no longer devote the time to training for competitive gymnastics can still enjoy practicing their skills and being part of the club.

Coach & Volunteer Education The club offers opportunities for members aged 16 or over to undertake UKCC coaching courses. We also support volunteers who wish to attend courses in judging, child protection, first aid etc. Members age 12-17yrs who wish to develop their leadership skills can join our Young Leader's Programme. Here they will be supported as they focus on the basic skills a leader needs to lead others in sport.

Volunteers and Fundraisers, we will always welcome anyone who would like to get involved within our enthusiastic team of volunteer fundraisers. This is a fantastic way to meet new people, make friends and support an extremely worthwhile cause. Demands on cash to improve equipment and our training environments are never ending and the boost that fundraising can add is invaluable.

How do we identify gymnasts with the potential to progress?

Gymnasts are identified at trials. These are held every 6 months. The recreational coaching staff identify and recommend suitable candidates for our competitive section. Talent ID also takes place within local authority classes run by Edinburgh Leisure and gymnasts may be invited to trial from these programmes. In addition, the club receives enquiries from gymnasts interested in transferring from other clubs who are often included in this process.

Part 3 Membership and Fees

Annual Membership Fees

A Club Subscription is payable at the time of joining the club. This is an annual payment and must be renewed every year in August. The subscription includes an amount that is paid directly to Scottish Gymnastics and British Gymnastics to cover compulsory membership and incorporates insurance cover. The total amount due will depend upon the level of membership and the number of training hours to be undertaken.

Non-Competitive Members – Current Scottish Gymnastics membership fee + a minimal club fee towards miscellaneous items, stickers, and some administrative costs.

Competitive Members – Current Scottish Gymnastics membership fee + a minimal club fee towards miscellaneous items such as: awards, prizes, and some administrative costs.

Training Fees

The fees we charge cover the cost of hall hire, training our coaches and volunteers, coaches' time in the gym and at competitions, insurance and affiliation to our governing body Scottish Gymnastics and equipment purchase, repair and replacement. We aim to make a small surplus each year from additional fundraising events to allow for investment in improving our club.

Beginner Class Fees are payable termly via our club management site with Love Admin. The amount due each term will vary according to the number of weeks in each block.

Intermediate Class Fees and Fees for all Competitive gymnasts are payable via our club management site at Love Admin monthly on the 1st of every month.

On the rare occasion that payments are required to be made direct in our club bank account the full account details are:

Bank Name: Bank of Scotland
Account Name: City of Edinburgh Gymnastics Club
Sort Code: 80-02-87
Account Number: 06001980
Ref: Gymnast's first AND last names

City of Edinburgh Gymnastics Club

Club Information Pack

Terms and Conditions

1. In the first month of joining the club and at the start of the club's subscription year, you will be required to pay a lump sum Annual Subscription. The whole amount is payable if you join between August and May. A reduced rate applies to those joining close to the start of a new subscription year. This will be payable on or before the first session attended.
2. Competitive and Intermediates gymnasts' fees are paid monthly in advance on 1st of every month via our club management system, Love Admin.
3. Recreational Beginners' are paid termly at the start of the term via our club management system, Love Admin.
4. The Annual Fee includes Scottish Gymnastics Association membership which is compulsory for all gymnasts.
5. Administration time for the club is reduced if payments are made directly into the club's bank account. Where it is unavoidable to pay by cheque please ensure the gymnast's name, what the payment is for written on the back. The Club's bank details are: Bank Name: Bank of Scotland Account Name: City Of Edinburgh Gymnastics Club Sort Code: 80-02-87 Account Number: 06001980 Ref: Gymnast's first AND last names
6. Occasionally, one off events may require a cash payment. All cash payments must be the exact money in a sealed envelope clearly marked with the gymnast's name, the amount and what the payment is for. You should ask for a receipt from the coach if you are paying cash, or sign the cash payment sheet held by the coach. If there is any discrepancy over payment and you do not have a receipt or have not signed the sheet, we may require you to pay again.
7. Competitive and Intermediates gymnasts' fees are calculated over 48 weeks allowing 2 weeks off at Christmas and a further 2 weeks club closure throughout the year.
8. Any fee increases will be notified to members at least one month prior to the club's financial year end, which currently is 30th September.
9. You are expected to pay for all training sessions regardless of attendance (exceptions, such as long-term injury, should be approved in writing by the head coach).
10. If any classes are cancelled by the club out with the planned Christmas and official shut down you will be asked if you wish to be refunded for the missing session. Refunds or a credit will be raised if a class is cancelled.
11. Changes to training hours should be agreed with the head coach and then notified by the parent to the Treasurer at least 14 days before the change in hours is to take effect.
12. You are required to give at least 30 days' notice in writing if your child wishes to leave the club and stop training.

City of Edinburgh Gymnastics Club

Club Information Pack

Code of Conduct and Policies

Our aim is for our staff and members to behave in a manner that promotes a safe and protected environment for all who participate in our activities. As a member club of Scottish Gymnastics, we agree to abide by its policies and procedures which can be found at the link below. You will need to be a member of Scottish Gymnastics and have signed up to 'Absorb' to access:

<https://www.scottishgymnastics.org/clubs/safeguarding-coaches-policies-procedures>

In addition, CEGC have their own code of practice. It is important that you are aware that by accepting your child's space you are agreeing to adhere to our club's policies detailed on our website and the code of conducts detailed below.

Club Website link:- <http://www.edinburghgymnastics.org/>

Codes of Conduct

The City of Edinburgh Gymnastics Club is fully committed to safeguarding and promoting the wellbeing of all its gymnasts. The club believes that it is important that gymnasts, coaches and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, gymnasts and parents 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 Child Protection 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 child protection including codes of conduct which can be accessed on our website via the link below:

● [Policies and Documents – City of Edinburgh Gymnastics Club](#)

Corporate Membership

City of Edinburgh Gymnastics Club is a not-for-profit limited company and registered charity. The club is run day to day by salaried coaches and is overseen by a Board of Directors made up of Executive and Non-Executive Directors.

Gymnasts aged 16 or over and parents of gymnasts under 16 are eligible to become members of the company by completing a company membership application form. Any eligible person who wishes to become a Member must sign, and lodge with the Company a written application for membership. All new member applications must be approved by the Board of Directors. Application forms can be acquired on request by emailing the Club at club@edinburghgymnastics.org

City of Edinburgh Gymnastics Club

Club Information Pack

Part 4 Taking Part

What to Wear

Leotards



Our Recreational Club leotard is optional. Participants are welcome to wear any leotard of their choice or T-shirt with shorts/joggers. However, if you would like to purchase one please click the link below and select the marine blue colour. The leotards are small made. There is also an adult size option.

<https://www.movedancewear.com/alegra-girls-elipse-sleeveless-gymnastics-leotard-p3944/>

All gymnasts in our Development, 2 piece and 4 piece sections are required to wear a leotard, or shorts and a crop top, fitted gymnastics shorts are fine to wear on top of a leotard.

Leggings/additional clothing must be removed after warm up. There are many suppliers of good quality training leotards. Here is a small sample of some well-known names:

<https://www.quatrogymnastics.com/>, <https://www.milano-pro-sport.com/>,
<https://www.pinkleisurewear.co.uk/>, <https://www.the-zone.co.uk/>

Competitive gymnasts will need to purchase the official club kit before representing the club at competitions. This can be ordered via the club website at:

<http://www.edinburghgymnastics.org/kit>

Hand Protection for Bars

It is recommended that 4 piece Competitive gymnasts begin to use dowel handguards for bars the year they turn 8. Gymnasts under this age should not purchase handguards unless advised to do so.

Handguards come in various sizes and styles. Our recommendation of companies and styles to choose depend on age and experience.

Cont.

Age 8 & 9 years – Handguards with dowels and Velcro – called **Hot Shot** and available from www.gymnasticsplanet.com

Age 10+years – Handguards with dowels from www.gymnasticsplanet.com or [https://gymnasticsexpress.co.uk/](http://gymnasticsexpress.co.uk/)

Finger Wedges can be helpful to prevent handguards slipping off small fingers.

Palm Guards Please do not purchase these. They are of little use and do not prevent blisters.

Wristbands are required when using handguards. These should be double length (approx. 8-10cm) These must be white for competition or any colour for training. These can be purchased from www.gymnasticsplanet.com or [https://gymnasticsexpress.co.uk/](http://gymnasticsexpress.co.uk/)

City of Edinburgh Gymnastics Club

Club Information Pack

Gloves for shiny bar can be cotton or woollen and can be purchased almost anywhere. Primark or £1 stores are often a good place to find something suitable.

Loops for shiny bar. Please purchase gloves and wristbands first. Our experienced coaching team will determine the best size for your child and advise you. They can be purchased from www.gymnasticsplanet.com or <https://gymnasticsexpress.co.uk/>

Handguard Pouch Please make sure that a small bag or handguard pouch is available to store all hand protection items. These can be purchased for the companies above or from some leotard companies. It could also be a simple homemade small bag.

Club Merchandise

Club kit can be purchased online via this link:

<https://www.kukrisports.co.uk/teamshop/cityofedinburghgymnastics/landingPageNg.action>

Food

Eating and drinking (except water) is prohibited in the arena.

On occasion training breaks are organised during longer sessions. Parents will be asked to provide a healthy snack such as some fruit, veg or a cereal bar. Please do not send your child with sweets, biscuits, crisps or chocolate.

Feedback from Coaching Team

Our coaching team are always happy to answer any questions you may have please approach a member of staff either at the beginning or the end of your child's session. Should this not be suitable for you please use whichever email is appropriate for you above.

Annual Parents night

We hold open evenings for the parents of our 4-piece competitive members on an annual basis usually in October or November. Please feel free to contact as per the paragraph above at any other times.

City of Edinburgh Gymnastics Club

Club Information Pack

Part 5 Communication

Email

Beginner Enquiries – enquiries@edinburghgymnastics.org

Intermediate and Competitive Enquiries – club@edinburghgymnastics.org

Treasurer – treasurer@edinburghgymnastics.org

Kit (Competitive members only) – kit@edinburghgymnastics.org

Social Media



Open Club Facebook Page

<https://en-gb.facebook.com/cityofedinburghgc/>



You may apply to join our Closed Parents and Gymnasts page. To protect our members the management team must authorise your application before it becomes live.

<https://www.facebook.com/groups/571233283057177/>



Instagram, we use this page to raise awareness of our club, to celebrate achievements, and to promote activities and endorsed newsworthy items.

https://www.instagram.com/edinburgh_/



Twitter, used as a communication tool, to raise profile, promote the club's charitable works and encourage support. <https://twitter.com/cityofEdinGC>



Our own YouTube channel. Used to promote and educate. Lots of interesting information can be found on our channel. From 'How to create a hair bun for training' to short home training sessions.

https://www.youtube.com/results?search_query=cegc+1

Club Website

More information about our club can be found on our website address below:

<http://www.edinburghgymnastics.org/>

Welcome to City of Edinburgh Gymnastics Club.

We hope you have found this pack to be informative and helpful and will welcome any feedback you may have at club@edinburghgymnastics.org