**INNOVATE Gymnastics Club Rules**

It is a condition of membership that all junior members and parents always abide by the relevant Club Rules and Codes of Conduct. Parents, please ensure that you spend time familiarising yourself and your child with the club rules. We aim to make the club training environment as positive and friendly as possible and the club rules exist to help ensure that this happens. Club rules are: -

·    The appropriate annual club membership fee must be paid from the first session that your child attends (Usually August of each year) to remain a member of the Club, and Scottish Gymnastics.

·    Gymnasts’ attendance should be as close to 100% as is physically possible.

·    Gymnasts/helpers under 16 must be signed in / out by their parent/guardian and should not be dropped off/collected in the car park. [exception if prior written agreement with club]

·    Gymnasts must be excellently disciplined at all times and coaches have the right to admonish ill-disciplined gymnasts in an appropriate manner.

·    No jewellery may be worn at any time (including belly bars), long hair must be tied back, and t-shirts must be of a non-slip material. No football colours should be worn to classes.

·    Where possible the club uniform should be worn. The club wishes to promote the highest of sporting standards and disapproves with casual attendance and inappropriate clothing in the gym.

·    All gymnasts have a responsibility to keep the gym tidy and in good condition. Gymnasts are responsible for tidying up after themselves and putting their empty drinks bottles and rubbish in the bin when finished.

·    Only gymnasts, coaches and authorised individuals are allowed in the gym in normal circumstances.

·    Parents and gymnasts are requested to build up an open, positive and supportive relationship with the coaching team, and coaches are requested to maintain open and positive communication with their gymnasts and gymnasts’ parent.

**Customer Information**

As your child’s parent or guardian, it is your responsibility to:

* Notify us of any medical conditions that your child has.
* Ensure that all essential medications for your child are brought along to classes.
* Ensure that your emergency contact details are up to date.
* We aim to make our classes available to all. We ask that you notify us before booking a class or trial if your child needs any additional support. This will allow us to discuss your child’s needs. Please note we cannot provide one to one support.
* We will only share your child’s information with staff at Innovate Gymnastics Club
* We will maintain attendance registers, achievement records, waiting lists for health and safety purposes and club records.

**Term Fees**

Innovate Gymnastics Clubs Fees are taken as a monthly membership payment which spreads the cost of the classes out across the 12 months of the year. Providing that you maintain monthly membership payments, no further terms fees will be due, and you will automatically be rebooked into the next block of classes without having to re-enter your bank details.

**Monthly Subscription/Payment**

·      All monthly subscriptions are collected on the 1st of each month.

·      If you cancel your monthly subscription, we require a minimum of 4 weeks’ notice in writing (via email) to terminate your contract with Innovate Gymnastics Club. Please note that if at least 4 weeks’ notice isn’t given then you will still be charged for the next month.

·      If you need to update your payment details, please email us at (charis@innovategymnastics.club ) and we will send you a link to update this information

·      We will communicate with you after 4 days if payment has not been made. We will attempt to call and write to you to check if details need updating.

·      If payment is not made 2 weeks after we have communicated the missed payment(s), your subscription will be cancelled, and your child removed from the class

·      If you fail to make regular monthly payments, we have the rights to refuse monthly payments as a payment option to you in the future.

·      The subscription payment is continuous for each block irrespective of illness, injury or holidays (excluding serious illness/injury)

**Trials**

·      If your child is attending one of our Pre-School or Recreational classes for the first time, they are entitled to 1 paid trial session.

·      Once you have trialled classes at our club, you cannot try the same class again later should you choose not to join straight away.

**Membership Fee**

 Innovate Gymnastics Club charges a £10 per year Club Membership fee. This cost helps to cover the cost and maintenance of equipment as well as staff training and development to enhance your child’s experience at Innovate Gymnastics Club.

All members of our Club must also sign up for a Scottish/British Gymnastics Membership. Gymnasts of their parents/carers if under 18, must register for the SG/BG membership by visiting <https://www.british-gymnastics.org/memberships>. If you experience any problems registering or renewing, then please phone the BG customer service helpline (03451297129).

**Cancellations and Refunds**

 ·      If you cancel your class **before** the new term begins, you will receive a full refund for that month’s subscription payment

·      If you miss a class, we do not offer refunds or makeup classes.

·      In the case of a long-term illness, we will ask for a doctor’s note and provide you with a pro-rate refund.

**Attendance**

·      A responsible parent or guardian must contact us if your child cannot attend a class for any reason

·      If your child doesn’t attend a class after 4 weeks without any contact from a parent of guardian, we have the right to remove them from the class list

·      If we, the club, need to rearrange a class due to staff sickness, health epidemic, venue maintenance issue or any other unforeseen circumstance, we will re-arange this session \*

\*This session may take place on a different day/date, or at a different venue. We will write to you with the details.