

Welcome to Park Wrekin !



Our aim is to provide quality coaching in a happy and safe environment where each gymnast has the opportunity to fulfil their gymnastic potential.

Please find below some 'house admin' which we hope will answer any initial queries. If however you have any further questions please email office@parkwrekin-gymclub.com or telephone 01952 257646.

- **DROP OFF & COLLECTION AT PARK GYMNASTICS CENTRE**

Please aim to arrive 5 minutes before the class start time and report to reception for registration. A member of staff will escort new members downstairs to the gym. Parents are welcome to stay on site and use the café or leave and return at the end of session time.

Please note - Hair should be neatly tied back; jewellery should not be worn - if ear rings cannot be removed they should be taped over.

At beginner/recreational level there are no specific requirements other than comfortable clothing and a water bottle, although we do not allow crop tops. All other departments will be advised what is required in terms of 'kit'.

Collection of your child will be from outside – at the bottom of the steps (ground floor). Fire exit doors will open at the end of each session from the main gymnasium hall. Gymnasts will be handed to their appropriate adult at the door.

Should you be late collecting your child, there is a bell on the gym door to attract the attention of the staff inside. If collection arrangements change, please let the office know on 01952 257646 which will reassure us and your child!

- **PRE-SCHOOL PARENTS**

All pre-school parents are expected to remain on site to be at hand in the event of your child needing the toilet (this is not the responsibility of the session coaches)

- **PARENTAL ACCESS & VIEWING**

Viewing is available from the gallery but we ask that parents are considerate in their attendance and mindful of everyone wishing to spectate. CCTV is available in the café and classroom.

Reception is open Monday-Friday until 9pm, Saturday 1.45pm and Sunday until 3pm. For security the reception door is LOCKED outside of registration times – there is a bell to the right of the door should you need to raise attention. We ask that members do not open the door from the inside to allow visitors into the building if the reception unmanned. If you wish to collect your child early from a class there is also bell on the exit door from the gym to get the coaches attention.

- **DINK'S CAFÉ**

The café is run by Davina and is an independent business. Dinks offers a wide variety of wholesome foods at great value. Opening times are displayed at the entrance of the café but are subject to change from time to time.

- **WIFI & DEVICES**

Unfortunately at present we are not able to offer Guest WIFI and we ask members NOT to charge their devices using our plugs, whilst in the building. Please talk to a member of staff if this causes you any problems.

- **PHOTOGRAPHY & FILMING**

Filming of gymnasts is strictly prohibited. Please do not attempt to photograph/film your child either directly or via the screens around the building – we adhere to all British Gymnastics guidelines and policies. By exception – any requests for photographs / should be made via the office.

- **BRITISH GYMNASTICS MEMBERSHIP – *PREREQUISITE**

BG membership offers a wide range of membership benefits including merchandise discounts, but most importantly it ensures, in the event of an accident, your child has the appropriate insurance. The first 2 gymnastics sessions are covered by our club's own British Gymnastics Insurance, thereafter you will be expected to arrange membership in order for your child to train – please visit: <https://www.british-gymnastics.org/gymnet/register/registerstart>

- **FEES & PAYMENT TERMS**

Fees are paid monthly in advance via automated card payment. Once registered a link will be sent via our portal to set up your monthly payment.

Preschool £30/mth; Beginners 1hr class £36/mth; Recreational 2hr class £67/mth

For all squad / development fees 2hrs+ details will be communicated upon invitation to squad.

- **CLUB MEMBERSHIP**

Annual Park Wrekin Club membership fee is currently £2 per month (exception preschool).

- **MEMBERSHIP CANCELLATION**

Requests to leave the club must be made at least 14 days before the next subscription payment. Failure to notify us within this period will result in the subscription fee being charged for the following month.

- **HOLIDAYS & MISSED SESSIONS**

Classes run throughout the year (exception Christmas closure which will be notified) including bank holidays and school holidays. However, weekday morning preschool classes stop during the summer holidays. No credits are given for missed lessons due to holiday/ short term illness or other external commitments.

- **ASSESSMENT & PATHWAY (BEGINNERS, 2HR REC & INTERMEDIATE)**

All gymnasts undergo continual coach assessment during their sessions and details are uploaded to your child's member page on the management system. Once levels are completed your child will move to the next stage or be invited to change class where available. For competitive squad gymnasts progress is communicated directly via the coaching team. If you require further information or if you have a specific query regarding your child's progress please email office@parkwrekin-gymclub.com and this will be forwarded to the Head of Department.

- **COMMUNICATION & CORRESPONDENCE**

All correspondence is by EMAIL – please ensure we are in your 'contacts' as our emails can often end up in 'junk'.

- **KIT**

The PW kit shop, is based at Park reception and has a selection of leotards, PW T-shirts, hoodies, onesies and water bottles. Squad competition kit is also available. Please email kit@parkwrekin-gymclub.com with any enquiries or orders. We also welcome donations of 'pre-loved' items for our occasional club sales.

- **CLUB POLICIES – SAFEGUARDING, WELFARE, HEALTH & SAFETY**

Park Wrekin Gymnastics Club is committed to ensuring the health, safety and welfare of its employees, volunteers, members and any other persons associated with the Club. Our policies are based on all BG guidance and recommendations. [Safeguarding \(british-gymnastics.org\)](https://www.british-gymnastics.org/safeguarding)

For copies of any of our policies please email, office@parkwrekin-gymclub.com

- **COMPLAINTS / CONCERNS**

If you have any concerns that you wish to discuss, in the first instance please see below contact details who will deal with your concern and escalate where necessary.

General complaints: annijefferies@parkwrekin-gymclub.com

Welfare concerns: welfareofficerkay@parkwrekin-gymclub.com

Notes for LILLESHALL MEMBERS:

Please aim to arrive 5-10 minutes before the class start time.

Lilleshall National Sports Centre, Lilleshall, Newport TF10 9AT – Please park in the main car park, cross over the road and walk up towards the main building. Just before the stone archway, turn right signposted Kings & Princess Royal Halls. Enter the building and a PW receptionist will greet you from just inside for registration.

- **PARENTAL ACCESS & VIEWING**

Club Rules are such that parents are not allowed to accompany their child into the gym, staff are on hand to reassure your child and there is a large viewing gallery upstairs for your comfort. We do ask that parents do not to distract or talk to your child during the session from the balcony.

- **CAFÉ & BAR**

Queens Café is situated across the road from the gymnasium serving hot and cold food and drink.

- **CHANGING FACILITIES** - Changing rooms are available