

Welcome to Capital Academy

“We will provide the tools for children to thrive, reach their goals and maximise their potential”

Here at Capital Academy we aim to offer inclusive classes to all ages and abilities with the highest quality of coaching.

We aim to create an environment where health and well-being are of the most importance. We will give our members the tools to succeed by instilling a sense of; self belief, confidence, respect and enjoyment of hard work to achieve goals.

Core Values

- We care about health and well being
- We adopt an athlete centered model of training
- We believe in on-going coach education
- We believe in age and level appropriate training hours
- We believe in opportunity

Contact Information

Club email address: info@capitalacademy.co.uk

Club telephone number: 02921 322860

Directors: Rebecca Hosken 07980670614, Jessica Hosken 07975993550

Club Welfare Officer: Kirby Goddard

Contact: kirbygoddard@hotmail.com 07969 449328

Coaches/Volunteers

We have a comprehensive staff of coaches. All coaches have undergone training and the relevant DBS and Safeguarding requirements. All our junior coaches and young leaders have been mentored by senior members of the coaching team to ensure our core values and mission statement remain consistent throughout the club. Senior coaches oversee and supervise every session that we offer and everyone (agrees with/has signed up to) the Coach and Volunteer Code of Conduct.

Welcome

Congratulations on being selected to join our competitive gymnastics structure. As the gymnasts will be spending more time in the gym, here is how you communicate with us:

Email: info@capitalacademy.co.uk

Telephone: 02921 322860

The best way to communicate with us is via email. We do have emails coming through every day from various parents so if we take a while to respond please bear with us or send us an additional email to give us a nudge. We have parents whats app groups where changes to training times/competition information etc can be easily communicated. If you need to speak with your gymnasts personal coach then pick up times are a good time to do this. When sessions are over the coaches also need time to switch off so messages from parents at night/ early morning are not appropriate.

If there is an emergency while your gymnast is in the gym and you cannot contact the coach please feel free to call Becky, Jess or Rachel as one will always be on hand.

Squad expectations

When a gymnast is invited to join one of our competitive squad groups they are expected to follow the guidelines below;

- Gymnasts must arrive in plenty of time for their session and attend regularly (attendance is monitored)

- Gymnasts should wear a leotard to each session with the appropriate warm up clothes (plenty of layers if it is cold)
- Hair must be tied back at all times (preferably in a bun.) This should be done prior to arriving for class
- Equipment should be brought to every session- hand guards, wrist bands, loops, elastics. Your coach will inform you what is needed
- All squad gymnasts are expected to compete in the appropriate competitions and will be decided collectively by the coaches

All gymnasts, coaches and parents are expected to follow the club's Codes of Conduct at all times. There is a zero tolerance policy for a breach in the codes of conduct

Competitions.

Gymnasts in our Competitive Squad Programme will be eligible to compete in Competitions from 5 years. Gymnasts aged 5,6,7 have few competitions, their main competition will be towards the end of the year as a fun introduction to competing. When the gymnasts reach their 8th year (the January before they turn 8) they are eligible to compete in 1 Grade Competition and 1 Voluntary Competition per year. Coaches will place the gymnasts in the correct Grade Pathway depending on ability and with our Core Values in mind.

Grades.

Gymnasts have 3 different grade pathways available to them depending on ability and development. Club/Regional, National and Compulsory. We are responsible to ensure the gymnasts are entered into the correct pathway for their ability and development, any grade taken will impact their eligibility for the Voluntary Competitions at the end of the year. Below is the eligibility table for the Grades Programme. Please note the ages listed for all grades are the minimum age.

Club Grade 6&5	Regional Grade 4-1	National Grade 5-1	Compulsory Grade 4-2
	13 Years	13 Years	
	12 Years	12 Years	12 Years
	11 Years	11 Years	11 Years
	10 Years	10 Years	10 Years
9 Years		9 Years	9 Years
8 Years			

Below is the Competition Pathways for the Voluntary Programme. These Competitions are usually held from September onwards. Coaches will decide which Voluntary programme the gymnasts would be eligible for.

	8 Years	9 Years	10 Years	11 Years	12 Years	13 Years	14 Years	15 Years	16+ Years
Zinc CC	8 Years	9 Years	10/11 Years			12 Years +			
Copper CC		9 Years	10/11 Years			12 Years +			
Bronze CC			10/11 Years		12/13 Years		14 Years +		
Silver CC					12/13 Years		14 Years +		
Gold CC							14 Years +		
Pre Level 4	8/9 Years								
Espoir Challenge					12/13 Years				
Junior Challenge							14/15 Years		
Senior Challenge									16 +
Espoir					Welsh Championships				
Junior							Welsh Championships		
Senior									Welsh Champi

7 Years
6 Years
5 Years

Following the Grade and Voluntary Table it is likely that gymnasts will move between groups and coaches depending on competition level and physical/cognitive development. Personal coaches will need to have contact details for their current gymnasts however we encourage parents to contact Becky & Jess with any queries or to contact Kirby with any safeguarding issues rather than contacting the personal coach.

Welsh Squad Selection.

Development Squad.

Monthly sessions for Gymnasts aged 7,8,9 Years working towards the Compulsory/National Route. Selection is based on Strength, Flexibility and Coordination. Gymnasts will be expected to trial to gain a place and also retri al every 6 months.

Preparation Squad.

Gymnasts invited to join Preparation Squad will be those following the Compulsory Route.

South East Area Squad.

Monthly Sessions for Gymnasts aged 8,9 (ages are subject to change) who are following ZINC/Copper level of competition. Gymnasts will trial to gain a place and also retrial every 6 months.

Gymnasts following our 'Gymspire' pathway will be eligible to compete in the following competitions:

- Preliminary Championships (Area & National)
- Gymspire (Area & National)
- Zinc level competitions depending on development

Preliminary Championships	6-7 Years + 8 in the year	9-10 Years	11-12 Years & 13 +
Phase 1			
Phase 2			
Phase 3			

Gymspire	6 & 7 in year	8 in Year	9 & 10 in year	11-12 in year	13 +
Level 1					
Level 2					

How can parents help their Gymnast?

Please remember that each gymnast's journey is their own and progress won't always be linear. Parents and coaches need to be on the same page, therefore communication is key. If we feel a gymnast needs to change pathways this will always be discussed and agreed with parents first. Parents need to be mindful that it is rare for a gymnast to follow one specific pathway throughout their gymnastics journey. Our club goal is to have many gymnasts training at a high level by the time they reach junior/senior age (14 yrs junior/16 yrs senior). This might mean that training is reduced/adapted according to their needs, especially during puberty. Training hours will always be led by the age/maturation/level/mindset of each individual.

As parents the most important thing you can do is be supportive of your daughters progress regardless of competing level. Parents and coaches need to present a united front so the gymnasts feel safe/supported and have clarity of expectations. There will be times when training sessions are hard (especially during key milestones; starting high school, growth/hormones etc) but if your daughter seems unhappy for a period of time then this needs to be brought to our attention so a solution can be found.

Parents of young gymnasts can sometimes find the adjustment into a squad group very confusing, especially if the parents are not from a gymnastics background. All the pathways are listed above in this document so should give you some kind of idea of how we group the gymnasts and organise training sessions/hours etc. However please remember the most important thing is for the gymnasts to enjoy the sport. Without enjoyment we have very little hope of keeping a talented 8 year old in the sport at 14 years plus. Parents need to be supportive but keep in mind that too much pressure on a young gymnast does more damage than good and they are likely to leave the sport much earlier than we would like.

There is a lot of advice for sports parents, here are the most relevant to our sport:

Try to

1. Keep it fun
2. Appear calm and relaxed at your child's competition (even if you don't feel it!) Your attitude influences how your child feels and performs
3. Have some sort of understanding about the sport-especially the importance of the child attending regular training sessions
4. Emphasise and reward effort rather than results
5. Provide a healthy perspective to help your child understand success and failure
6. Let the coach know if your child is unhappy
7. Hold realistic expectations

Try not to

1. Expect training to be plain sailing-progress will not always be constant and that's ok
2. Show negative emotions while watching them perform
3. Compare your child's progress with that of other children
4. Feel you need to train them at home-rest is very important for recovery
5. Have a certain competition level you expect from your child-the main thing is that they are happy and progressing at the rate that is best for them physically and mentally.
6. Become obsessed with how your child is performing-this is your child's own personal journey.

For more advice take a look at UK Coaching- [Support and Advice for Parents in Sport - UK Coaching](#)

Code of Conduct

Coaches/Volunteers

Coaches and volunteers are expected to:

- Behave in an exemplary manner and be a positive role model for all members
- Arrive in plenty of time to set up activities and ensure a safe environment is provided at all times.
- Always place the safety and welfare of the participants as the highest priority.
- Keep themselves informed about sound coaching practices and the principles of children's growth and development.
- Attend all coaching up-date workshops deemed necessary by the club or the club Directors to up-date knowledge.
- Make sure all activities are appropriate to the age, ability and experience of those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills.
- Invest in the well-being and interests of their gymnasts, not their win/loss record.
- Coaches who are found to be 'bullying' others (gymnasts or coaches) will be asked to leave the club immediately and British Gymnastics will be notified
- Never ridicule or lose temper with a child for making a mistake or losing.
- Motivate the participants through positive feedback and constructive criticism.
- Adopt the Capital Academy of Sport 'Managing Challenging Behaviour' policy
- Teach gymnasts to be fair and to follow the rules.
- Teach gymnasts to always try their best and a positive attitude is required in the gym at all times.
- Divide time equally between all standards of participants.
- Not exceed the level of competence and qualifications.

- Ensure that the clothing and special equipment (e.g. hand-guards) to be worn by the gymnasts are suitable, not loose fitting, and in good order.
- Keep an accurate and up-to-date record of injuries and actions in the clubs accident book.
- Direct all complaints to the Club's Directors and/or Welfare Officer (Kirby Goddard) where they will be logged in the complaints folder and dealt with by the relevant person/s
- In the case that abuse of a child is suspected coaches have a duty to report it immediately to the Welfare Officer where it will be followed up/ dealt with according to British Gymnastics procedures
- Medical approval should be sought following a debilitating injury before permitting a participant to recommence training or competition.
- Coaches must be immediately accessible and never leave the premises while a session is in progress.
- In relation to injury, coaches must ensure they take cues from the gymnast and not force them to perform skills if they are injured. In the case of an ongoing injury, coaches need to ensure that parents have taken gymnasts to be evaluated by a medical professional and have been provided information on the nature of the injury.
- Coaches are expected to follow the Welsh/British Gymnastics rules, particularly in regards to competition etiquette and attire. Capital Academy will provide t-shirts for coaches to wear to competitions which are to be kept in the gym and borrowed when needed.
- Coaches are required to keep all safeguarding/ dbs requirements and membership up to date

Coaches must:

1. Always ensure that a minimum of two qualified coaches are present during training sessions. One of the coaches must hold a minimum of a level 2 qualification.

2. Always be mindful that children participate for pleasure and winning is only part of the fun.
3. Teach your gymnasts that honest effort is more important than victory so that the result of each competition is accepted without undue disappointment.
4. Ensure that the gym and all equipment is put away and returned to the rightful place at the end of each session ~ coaches are responsible for the state of the gym at all times.
5. Take responsibility for the young people in your care until they have safely left the activity.
6. Adopt and practice all Policies set out by British Gymnastics and Capital Academy of Sport Ltd

CHILD PROTECTION

The following are examples of good practice, which will create a safe and desirable environment at Capital Academy:

- Always be publicly open when working with children. Avoid situations where a coach and an individual child or vulnerable adult cannot be observed.
- Care should be taken when providing manual support (spotting). Recognised/advised techniques for spotting should be used.
- Avoid inappropriate contact.
- If necessary only appropriate DBS checked coaches and volunteers of Capital Academy may supervise in the changing rooms/toilet block. On these

occasions every effort must be made to try to ensure that adults work in pairs to supervise the children. Children must not be transported to and from training by coaches unless in exceptional circumstances. In these cases written consent must be given by the parent/ carer.

- Ensure all members of BG adhere to the codes of ethics and code of conduct and anti-doping policy

COMPLAINTS, DISCIPLINARY and GRIEVANCE PROCEDURES

To safeguard individual rights a member, coach, volunteer or participant, who believes that she/he has suffered inequitable treatment (within the scope of this policy) may raise the matter through the appropriate grievance procedure

Appropriate disciplinary action will be taken against any member, coach, volunteer or participant who violates any policies recognised by the Club

Members can raise a concern about the Club or any individual through the Club Directors and/or Welfare Officer, whoever is deemed most appropriate. The matter will be investigated internally initially and outcomes reported back to the complainant. If at any point the Directors and/or Welfare Officer consider the complaint to be of a safeguarding issue, advice from the governing body will be sought and, if necessary, passed over. If members are not satisfied with the handling of the complaint, they can seek further advice from Welsh Gymnastics <https://www.welshgymnastics.org/keepingsafe/>

If you have a concern relating to the behaviors of a coach or club and would like to discuss these, you can contact the British Gymnastics integrity unit by calling 0345 1297129 or by emailing integrity@british-gymnastics.org

[file \(british-gymnastics.org\)](https://www.british-gymnastics.org)

[Keeping safe - key points \(welshgymnastics.org\)](http://welshgymnastics.org)

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