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MEMBERSHIP RULES / REGULATIONS

VERSION 1

Contact Details

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VERSION 1 – January 2024

General Information

1. Name and Mission.

- 1.1 A warm welcome to our family. We go by the name of “Gymnastic Britannia.” However, for ease during this document, we shall use the abbreviation “GB” to stand for Gymnastic Britannia.
- 1.2 Our mission is to help increase participation within gymnastics disciplines while ensuring clubs and coaches are fully inclusive. We will help tool our coaches and clubs because we have the most inclusive coach education program of any current membership organisations.

Categories of Membership

2. Club Affiliation

- 2.1 Assistant / Proficiency Awards Coach Affiliation
- 2.2 Coach Affiliation
- 2.3 Director/Official Affiliation
- 2.4 Pre-school Affiliation
- 2.5 Gymnast 4yrs+ Affiliation
- 2.6 Spaces Daily
- 2.7 Spaces Yearly

Eligibility for Membership of Gymnastic Britannia

3.0 All Individuals, Clubs, and Organisations who would like to join the GB family must ensure they meet the required membership eligibility and comply with the rules and regulations laid out in this document.

3.1 Club Affiliation

- a) The affiliation is when registering a new or transferring a club affiliated with another body.
- b) Eligibility is for Clubs Inc., including after-school clubs in the United Kingdom of Great Britain and the Republic of Ireland.
- c) Clubs that register must have a valid Welfare Officer, Head Coach, Secretary, and Person who can become the DBS Validation Officer.
- d) Head Coaches, Secretary, and DBS Validation Officers must not have any unspent criminal convictions; if any of the named officials or coaches have ever been suspended by an organisation/body, convicted of any crimes this must be confirmed prior to registration, or as soon as the secretary is aware of said issues to ensure GB can confirm membership eligibility.

3.2 Assistant / Proficiency Awards Coach Affiliation

- a) Open to anyone with a valid qualification from Rebound Therapy, AuthoritySportsUK, GB, BG, IGA, or another approved qualification that GB has confirmed in writing.
- b) Assistant Coaches may register for this membership aged 11yrs+
- c) Anyone who actively partakes as a helper, assistant coach, or participant in a GB-registered Club
- d) This is valid for anyone qualified to assist in a session but not run it themselves.
- e) If over 16 years must have a valid DBS or Republic of Ireland Equivalent
- f) If over 16 years must have child protection training
- g) Anyone who becomes eligible to coach in their own right during the membership year must upgrade their membership for the required upgrade fee to continue their membership and insurance benefits; otherwise, insurance benefits would not be valid.

3.3 Coach Affiliation

- a) Open to anyone with a valid qualification from Rebound Therapy, AuthoritySportsUK, GB, BG, IGA, or another approved qualification that GB has confirmed in writing.
- b) Assistant Coaches may register for this membership aged 18yrs+
- c) Anyone who actively partakes as a coach or participant in a GB-registered Club
- d) This is valid for anyone qualified to run a session or coach a participant.
- e) Must have a valid DBS or Republic of Ireland Equivalent
- f) Must have child protection training
- g) You must let GB know of any previous convictions, suspensions from other bodies, or anything that may bring GB into disrepute so we can ensure your membership will be valid.
- h) Must let GB know immediately of any allegations or current investigations so GB can make an informed decision and ensure that our organisation and its members do not have its reputation in disrepute

3.4 Director / Official

- a) This is for anyone who doesn't directly or indirectly help in sessions or coaching.
- b) This affiliation is for anyone who helps with administration or general running, including but not limited to registration and administrative items within the club. It also covers those judging at low-level events.
- c) You must let GB know of any previous convictions, suspensions from other bodies, or anything that may bring GB into disrepute so we can ensure your membership will be valid.
- d) Must let GB know immediately of any allegations or current investigations so GB can make an informed decision and ensure that our organisation and its members do not have its reputation in disrepute
- e) If dealing with child protection or DBS having direct contact with minors or vulnerable adults, must have relevant child protection training and Enhanced DBS or Republic of Ireland Equivalent.

3.5 Pre-school

- a) This membership is for anyone up to the age of 3 years who participates in sessions; this includes adult and toddler sessions, structured sessions, and preschool sessions.

3.6 Gymnast 4yrs+

- a) Individual Membership is for anyone over 4 who partakes in sessions.
- b) This is also the membership for non-qualified helpers preparing to take a qualification.
- c) For those non-qualified helpers, If they are over 16 years they will still require an Enhanced DBS
- d) Non-qualified helpers over 16 years still require basic child protection training.

3.7 Spaces Daily

- a) This is for clubs and enables clubs to pay for spaces rather than individual memberships. The clubs keep an eye on the number of spaces used each day at the club, then register it at the end of each month and pay the required fee; this helps reduce administration and also enables clubs to switch participants throughout the year if members leave, this membership is specific to the club so does not attach to one member.
- b) Note people coaching requires individual coach membership, as spaces will not cover this.
- c) For Full Spaces rules, please see section 3.9

3.8 Spaces Yearly

- a) This is for clubs and enables clubs to pay for spaces rather than individual memberships. The clubs keep an eye on the number of spaces used at the club on a yearly basis, which helps reduce administration and also enables clubs to switch participants throughout the year if members leave. This membership is specific to the club, so it does not attach to one member.
- b) Note people coaching requires individual coach membership, as spaces do not cover this.
- c) For Full Spaces rules, please see section 3.9

3.9 Spaces Rules:

- a) All yearly spaces should be paid in advance unless there is a just reason
- b) Numbers must be kept accurately to ensure the membership insurance benefit is applicable.
- c) All participants who attend using the spaces membership must have medical forms filled in and signed by their Parent/Legal guardian if under 18 or have additional needs / unable to consent or themselves if over 18 years old; these records are required to be kept in case of a claim arising or for any other reason either in print or digitally (in compliance with Data Protection and Storage Regulations) for a period of at least: for under 18 years until they are 21 or 3 years from the time they leave the club whichever is the longest duration if over 18 years it would be 3 years from them leaving the club / you coaching them.
- d) Spaces should be true of the numbers the club has; otherwise, membership benefits may become void.
- e) Yearly Spaces should be based on the maximum number of participant spaces you would have in a week. For example, if one participant came to three different sessions/days within a week, then that would be classified as three different spaces.
- f) Daily Spaces should be sent to info@gymnasticbritannia.org at the end of each month, along with payment to the required account using your specific code.
- g) With Spaces, you can use a combination of Yearly and Daily Spaces as long as the numbers are correctly totaled and daily numbers are sent through as required in rule 3.9.f
- h) Example.

Day	Session	Number in Session	Session	Number in Session	Session	Number in Session
Mon	10.00 - 11.00 am	10 (Pre-school)	11.00 – 12.00 pm	18 (School Sess 4yrs+)	4.00-]5.00 pm	15 (Club Sess 4yrs+)
Tue	4.00- 5.00 pm	15 (Club Sess 4yrs+)				
Wed	11.00 – 12.00 pm	10 (Pre-school)	1.00 – 2.00 pm	10 (Pre-school)	2.00 – 3.00 pm	20 (School Sess 4yrs+)
Thur	5.00 – 6.00 pm	15 (Club Sess 4yrs+)	6.00 – 7.00 pm	15 (Squad Session)	7.00 – 8.00 pm	15 (Teen Open Sess)
Fri			5.00 – 6.45 pm	15 (Squad Session)	6.45 – 8.00pm	10 (Adult Session)
Sat	10.00 – 11.00 am	20 (Club Sess 4yrs+)	11.00 – 12.00 pm	20 (Club Sess 4yrs+)	12.00 – 2.00 pm	15 (Squad Session)
Sun			12.00 – 2.00 pm	20 (Party)		

Total Number of Spaces 10 + 15 + 10 + 15 +20 + 18 + 10 + 15 + 15 + 20 + 20 + 15 + 20 + 15 + 10 + 15 = 243

Therefore, yearly, the club would require 243 Spaces.

Or assuming it was the same number for the whole month, daily spaces would be 243 * 4 = 972 Spaces

General Membership Information

4. GB's membership year starts on October 1st each year and ends on September 31st each year.
 - 4.1 when registering for membership, each member agrees to abide by all rules and policies and any guidelines that GB and any of its partners publish any changes that may occur when you join and during the membership year.
 - 4.2 Coaches and participants can join multiple GB registered clubs; however, they must choose a primary club. The primary club always has the first choice for having them compete for the primary club. If the primary club does not wish to enter the event, then the secondary club can enter.

4.3 GB has no issue with its members affiliating with other organizations; we recommend it, however.

- a) you register separate legal entities for different membership bodies
- b) You ensure all coaches and participants are registered with GB to ensure they are fully covered. For example, if you have a cover coach to occasionally run sessions, this coach must be registered with GB at the correct membership level to ensure insurance benefits are available.
- c) If your coach runs a session under the membership of another organisation and then runs a session under the GB banner, they must have a membership with both organisations, as GB probably will not be recognised by other Organisations.

4.4 Membership plus the renewal, including all membership types, are subject to conditions.

- a) Fees must be paid and cleared into the GB account within a maximum of 28 days to ensure membership continues; otherwise, after this, membership will be deemed unsuccessful, and all benefits from the beginning of membership shall be withdrawn. These fees can be paid directly from the members or indirectly via the club or by using our spaces membership.
- b) Ensure you choose the correct membership for the person's role, e.g., gymnast membership for those participating in the session or coach membership for those coaching.
- c) Ensure compliance with all rules and regulations as laid down by GB and related organisations.
- d) All members and clubs must ensure they do nothing that brings themselves or GB into disrepute.
- e) If a membership has been started and not completed the membership shall be void.
- f) Members / clubs must provide all documents and everything that GB requests, when requested within a reasonable time period; otherwise, membership may be suspended or voided.
- g) Gymnastic Britannia reserves the right at all times to reject any application of coaches or clubs, whether new or renewing members. We may not necessarily give a reason for rejection; however, the rejection may be shared with other membership organisations and relevant organisations.
- h) Any membership money paid over cannot be refunded; the only exception may be if a coach or club registers and their registration is refused at the beginning of the membership period.
- i) The membership fee will not be refunded if a member is suspended or expelled for any reason.
- j) Anyone over the age of 16 years will be required to have an enhanced DBS if they are helping or coaching within club sessions, also if it is a mixed session when under 18's and over 18's are partaking within the same session, those over the age of 18 should have an Enhanced DBS check to ensure they are of no risk to the participants.

Conditions for Club Registration

5. Registration of a Club.

5.1 New Registrations and renewals are subject to conditions

- a) All membership and club fees must be paid in accordance with rules section 3.0 – 3.9 inclusive.
- b) The Registration form for the new year must be completed.
- c) Ensure all coaches and participants are registered with GB.
- d) All coaches, officials, and anyone working with minors or vulnerable adults of any nature must have a fully enhanced DBS check or Republic or Ireland equivalent.
- e) Ensure that once club affiliation has been completed, accurate space numbers are supplied for invoice or payment online, and any coaches or participants who will be doing individual membership are given information on how to register with us and notified that they must do this before the next session they attend after their initial one trial session.
- f) All fees must be cleared within 28 days at the latest; otherwise, membership will be void, and any fees already paid may be retained, subject to the amount.
- g) With coaches registered via a club i.e. Name and E-mail address they must have consented to their information been shared with GB to comply with GDPR regulations.
- h) Have a trained Welfare officer or someone who will be trained within 28 days of registration and prior to club sessions commencing.

- i) The club must have a level 2 or equivalent minimum to be a head coach of the club.
- j) All registered clubs and officials confirm they accept correspondence related to their membership in any realm, including but not exclusive to registration documents, course information, newsletters, emails, and registration emails from the partner we use for registering you and your coaches/participants.
- k) Membership fees must be shown as true and honest, i.e., if a space membership costs £15.45, then you are welcome to charge more; however, it should be shown to the member as Club fees that include GB membership or have it laid out, for example, 15.45 GB membership plus £10 club membership.
- l) The club must provide all requested information.
- m) Clubs are required to keep a Accident report book in line with health and safety and any accidents that end up going to A & E or receiving medical treatment must be reported to GB, along with any statements and details for us to keep on file in case of a future claim attempt.
- n) All clubs must comply with data protection laws.

5.2 Club Medical Form: Every club must obtain at least the following from each member and retain as per rule 3.9.C

- a) First and Last Name
- b) Date of Birth
- c) Full Address inc postcode
- d) Registered Gender
- e) Any Medical Conditions they may have
- f) A list of contra-indications on the medical form to confirm they do not have any
- g) Ensure anyone with Down Syndrome has a Medical Check for AAI (Atlanto Axial Instability). You must have this in writing from the Medical Expert to confirm this is not showing currently.
- h) Signed Consent for the risk of taking part within the sport
- i) For under 18's Guardian or parent details inc. emergency contact number
- j) Additional contact number for emergencies signed by the Additional contact to confirm they are happy you keeping their details.
- k) For over 18 years, an emergency number must also be provided.
- l) Signed consent and a check to see if they can leave the area for the Toilet, and leave at End of Session.
- m) Membership number for GB if they are individually registered.
- n) Confirmation from the parents/guardian that you may have to share their details with GB and our insurance provider within time as required.
- o) Date of a student joining the club.

Membership Expectations

- 6. Members shall have the right to participate within a safe environment, without bullying or harassment and if this occurs the member shall have a right to raise a grievance directly with GB via our ethics email.
- 6.1 Members shall enjoy the right to participate within organisational events run on or behalf of GB as long as the rules and fees associated are paid in accordance with the event information
- 6.2 Members will be able to enjoy and access their membership benefits in line with their membership category, and those clubs that use spaces membership while each participant is not a direct member they are classified as a club spaces member and in line with this for their duration at the club and while the club is registered with GB they shall enjoy limited benefits via a unique club spaces page which
- 6.3 will be password protected for each assigned club.
- 6.4 Members whether direct or via clubs, are expected to comply with the following obligations
 - a) All members must comply with all rules and regulations as set out by GB.
 - b) Members shall ensure their correct data is held by GB by updating any changes as soon as is reasonably possible, and they shall also notify their club (if attached) of any changes also.

- c) Members must ensure that they always comply with any laws and regulations within the United Kingdom inc Republic of Ireland, as breaches of these may bring the member and GB in to disrepute and therefore in line with this members must ensure they uphold the reputation of GB.
- d) Members must ensure they do not whether verbally or in writing in any format say negative or disparaging thing about GB, and should always conduct themselves in a ethical and professional manner. Any issues should be handled with GB directly via its complaints procedure.
- e) Members must ensure their membership fee is paid promptly and they are covered.
- f) Members should when joining a club or having a new coach request sight of coaching qualifications, safeguarding qualifications and Insurance / sight of GB registration.
- g) Members membership fees will be published usually 6 weeks prior to renewal.
- h) Membership fees are due when the member first joins and then by 1st Oct each year
- i) GB will review membership pricing and member benefits, which are subject to change. Insurance benefits may change on occasion, and if this happens during a membership year for any reason, we shall notify members as soon as reasonably possible.
- j) Any fees not paid within 28 days of joining shall be deemed void

Disputes

- 7. If there becomes a dispute between members or it could be between a member and GB, we will do our best to resolve this, if a resolution is not possible, we shall then attempt mediation via a neutral party.
- 7.1 If Mediation does not work then members can choose to go into other potential solutions via applicable laws within the United Kingdom or Republic or Ireland.

Suspension or Expulsion of Membership

8. Club Suspension or Expulsion

- a) If a club fails to pay its fees or renewal fees within 28 days or request / renewal or joining, it will have deemed to have failed the membership process and therefore the club will not be deemed a member and any benefits inc insurance shall be withdrawn from start of the membership period.
- b) Any club who has been suspended or expelled will have to cease using any branding or material with branding on this includes in person, online, social media etc. The club must also notify its members that they are no longer with the organisation and give the members details of their new provider.
- c) If a club is suspended or expelled or a club wishes to leave for any reason no fees already paid will be refunded in part or whole.
- d) If a club is suspended or expelled no members, coaches or club officials should say anything that could cause GB to have a bad reputation if they have a grievance then they should follow the complaints procedure and go through the full process as laid down.
- e) If a club fails to register all of its members whether via individual or spaces membership then the club will be suspended until an investigation is done during this time clubs will not be able to operate. And any fees not paid over for memberships or spaces unused will be required to be repaid.

8.1 Members / Coaches / Officials

- a) If a member fails to pay their fees or renewal fees within 28 days or request / renewal or joining, they will have deemed to have failed the membership process and therefore the member will not be deemed a member and any benefits inc. insurance shall be withdrawn from start of the membership period.
- b) If GB decides to suspend or expel a member for any reason, or the member chooses to leave for any reason GB membership fees and associated fees shall not be refunded in part or whole for any reason.

- c) GB reserves the right to suspend or expel members who have failed to comply with the rules or the spirit of the rules, regulations or codes of conduct of us or our partners, including if the member has committed a criminal offense or been found guilty in a court in the past, or within their membership period, or if it is found they have changed their name to hide a past conviction.

8.2 Suspension of a Member

- a) GB may suspend a member while an investigation is carried out internally or via external bodies; this could be in relation to a breach of rules or regulations of GB, Child Protection issues, criminal investigations, or allegations brought up via a member or other official.
- b) Other reasons we may suspend a member would include but not be exclusive to.
 - 1) Sexual Offences
 - 2) Sexual Abuse
 - 3) Emotional Abuse
 - 4) Psychological abuse and bullying
 - 5) Physical Abuse
 - 6) Any offenses involving children or vulnerable adults
 - 7) Criminal damage
 - 8) Fraud and theft
 - 9) Any drug-related offence
- c) We reserve the right also to consider any offenses not listed that may tarnish GB, Club, Member and sport as a whole's reputation.
- d) Any persons found to have been convicted of a sexual crime or holding indecent images or children or vulnerable adults will be expelled from GB and all other regulatory bodies inc membership will be notified to help protect the gymnastics community. The names and where required images will also be listed on the expelled section of our website.
- e) Once an investigation has started, Anyone who is suspended may be listed on our website; this is subject to the decision of the GB committee.
- f) Any member who is still suspended when their membership comes up for renewal will not be able to renew until the investigation has been carried out.
- g) Any member that is suspended will receive communication explaining the reason of suspension and the right to reply with any reasons and comments for consideration, the member may have to have a live virtual or in person meeting with GB officials if deemed necessary.
- h) Once an investigation has finished the member shall be told the outcome, and reasons for it, if they are recommitted into the GB family then they can recommence their membership for the time left or renew their membership, please note additional membership time shall not be added because of suspensions.
- i) If a member has any non-child or vulnerable adult convictions, the committee will consider them on a case-by-case basis before a decision is made.

Other Items

9. Laws

- a) The rules and regulations shall be governed by the laws of the United Kingdom and its Isles and the Republic of Ireland.
- b) If anything in this Membership Rules is deemed invalid or unenforceable, all other regulations and rules will still be enacted and will remain in full force and effect.

10. Revisions of Rules.

- a) These rules can be changed or adapted at any time without prior notification, if any laws or regulations change, this will then be notified to members and clubs as soon as reasonably possible.
- b) Any changes to rules would come into effect immediately and would be published on our website as soon as reasonably possible. However, for general changes, we would try to notify you before they came into effect where possible.