



Unit 5, 1 Northern Way
Bury St Edmunds
Suffolk IP32 6NH
01284 700866

reception@buryspectrumgymnastics.co.uk www.buryspectrumgymnasticsclub.co.uk

MEMBERS HANDBOOK

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1. INTRODUCTION

We are a non-profit community gymnastics club based in Bury St Edmunds, offering gymnastics activities to the people of Bury St Edmunds and beyond.

Our aim is to provide a fun, enjoyable, and safe environment, where any person no matter their age or ability, can take part in gymnastics activity. Gymnastics teaches fundamental movement skills that support a child to become physically literate for life.

Our dedicated gymnasium is full of exciting equipment to explore, and our team of trained coaches support our members to develop their skills and reach their potential. With classes offered throughout the week, both daytime and evening, we aim to cater for everyone's needs.

Our general Consent & Agreement to Participate Policy can be found in Appendix 1.

2. ATTIRE & MERCHANDISE

A leotard or similar fitted training suit is the most appropriate attire. Children who do not have a leotard may wear leggings or shorts and t-shirt (which may need to be tucked in). Gymnasts should train in bare feet. Additional clothing may be worn to warm-up in during colder months. No zips, buttons, or buckles are permitted. Gymnasts are permitted to depart from these clothing guidelines for medical or religious reasons – please just inform the club via email.

Our official club kit will be required for anyone entering an event and representing the club. Items can be purchased via our website. We also have a range of nearly new leotards and clothing to purchase in club. In addition handguards, chalk and other training aids can be purchased from our website.

3. HAIR

Gymnasts hair (on or below shoulder height) should be neatly tied back so that it does not obstruct vision or interfere with performance. Staff may re tie hair that becomes loose or falls out during the session.

On occasions a preferred hair style may be set for competitions.

4. JEWELLERY

Jewellery should not be worn. Newly pierced ears may be taped over for the first few weeks following piercing. Earrings should be removed or taped prior to entering the building.

5. EATING & DRINKING

Gymnasts should bring a suitable sized drink, water where possible, in a sports style non-spill bottle. Gymnasts should not routinely eat during sessions unless for medical reasons or if they have a scheduled break in their training programme. Strictly no eating in the gym. Please ensure no nuts are brought into the building.

6. LOST PROPERTY & VALUABLES

Gymnasts should only bring required training aids and personal health care items to the gym, no valuable items. Please ensure belongings have name labels. Where a gymnast is required to bring a mobile phone, i.e. if walking to and from the club alone, they must not use it whilst in the building. If they need to contact someone, or you need to contact them, the clubs phonenumber or email can be used. Any gymnasts found to be using their phone whilst in the building for any reason will be asked to hand the phone to Reception who will return it to their adult at the end of the session. Lost property will be stored for one week and disposed of thereafter. We do not accept responsibility for loss of or damage to personal property at, or left on, the premises howsoever caused.

6. TERMS

Recreational & Day Time Activity

Terms generally run in approx. 8-Week blocks with no classes on Bank Holidays. Term dates can be found on our website.

Squad (1.5hrs+ Classes)

Classes run all year through, no classes on Bank Holidays, with a break between Christmas and New Year. Additional training sessions may be offered during the holidays and will have an additional charge

7. NOTICE OF LEAVING

Recreational & Day Time Activity

Although there is no requirement to let us know that your child will not be returning to classes, or why, we ask that where possible we are informed. We can then release their space and better understand our customers experience.

Squad (1.5hrs+ Classes)

All Squad gymnasts are required to give one months' written notice by emailing manager@buryspectrumgymnastics.co.uk. Please where possible provide details as to why they have chosen to leave the club so that where relevant exit meetings can be held.

8. FEES

Bank Details can be found in Appendix 2

Fees/over payments are non-refundable, in relevant cases credit on account may be offered.

Any refunds that the club are required to process incur a £25.00 administration fee. Therefore if any payments are made in error, to the club by a customer, the customer will be liable for the £25.00 refund fee.

Recreational & Day Time Activity

Invoices are sent out by email around week 6 and due by week 7 to secure the space for the next term.

Squad (1.5hrs+ Classes)

Invoices are sent out monthly for reference, however fees should be paid by monthly standing order between 25th-28th of the month that proceeds the training month.

Any squad fees (for 1.5hr+ classes) not received by the 1st of the training month you are paying for, will incur a compulsory additional £10.00 administration fee per child for each late payment.

Pay As You Go

All bookings can be made online via our website.

Parties

Payments are required via BACS. Deposits are due at time of booking, full invoice must be paid at least two weeks prior to the party date.

9. CANCELLING CLASSES

Recreational & Day Time Activity

Occasionally classes may need to be cancelled due to unforeseen circumstances, where this may occur credit will be added to your customer account, but no refunds will be offered. If we are forced to cancel classes due to no fault of our own i.e weather conditions, fires, flooding etc. there will be no credits/refunds offered.

Squad (1.5hrs+ Classes)

Occasionally classes may be cancelled due to events or staffing issues. Monthly fees pay for 48 weeks training per year; therefore we have the potential to cancel 4 weeks' worth of classes before credit on account would be due.

If we are forced to cancel classes due to no fault of our own i.e weather conditions, fires, flooding etc. there will be no credits/refunds offered.

In the event that the club was forced to close for a substantial amount of time, members would be asked to pay a holding fee (min £10 per month) to retain their space.

10. BRITISH GYMNASTICS MEMBERSHIP

Recreational & Day Time Activity/Squad (1.5hrs+ Classes)

All of our members are required to take out British Gymnastics (BG) Membership at the correct level of insurance. This must be taken out as soon as practical after joining the club and is renewable each October. The club will invoice each participant and the fee must be paid to the club before the club can pay BG. The invoice will also include an additional cost to cover compulsory Suffolk County and Easter Region registration fees.

Parents are responsible for taking out and keeping up to date this membership as a condition of their club membership. Where it is discovered that a member does not have membership, they may not be permitted to participate in their class.

Pay As You Go

A group insurance package is purchased and charged at £10.00 per year and is renewable each October.

11. DATA PROTECTION & PRIVACY

Bury Spectrum Gymnastics Club is the Data Controller. We recognise that we are in possession of personal information and data relating to our members, perspective members, volunteers, and employees in order to successfully carry out our functions. We are fully committed to providing you with clear and transparent information about how we use your personal information. We will ensure robust measures are in place to keep your information secure and will only use it for the purposes outlined. Our Club Privacy Notice explains what data we hold, why we collect this data, and who we share this data with.

Our Club Privacy Notice can be found in Appendix 3.

12. ATTENDANCE & PUNCTUALITY

Good attendance is important for gymnasts to achieve the most out of their classes, but we do understand that there will be times when your child is unable to attend. Where possible please notify reception of their absences reception@buryspectrumgymnastics.co.uk. If your child plans to travel to or from the gym alone, you must complete an arriving/departing alone agreement, available from reception. Without this your child will not be permitted to leave alone.

Arriving late for classes is disruptive for the participants and coaches. Please ensure you arrive in good time for classes whenever possible. Where you need arrive late or leave early for a specific reason, please where possible notify the reception team in advance.

13. AWARDS

We have a range of ways to award gymnasts at the club. We have personal sticker charts and 'Ring the Bell' for Squad classes, and are developing an award scheme to monitor and celebrate progress.

14. OPPORTUNITIES TO COMPETE

All of our gymnasts are offered the chance to enter events each year. Entry invites are sent out to individuals for the relevant age/ability events prior to the closing date. Late entries will either require an additional fee or will not be permitted. No refunds will be available.

15. PROGRESSION

An outline of our Club Class Structure can be found in Appendix 4..

Participants of all levels and ability are welcomed at the club and will be progressed to their potential within their comfort zone. Please be aware that the majority of participants will train within the Recreational classes. These are set up to cater for both new starters and those who have been in class for some time. The programmes delivered within the classes are designed to ensure that all gymnasts irrespective of natural ability level have the chance to progress and gain years of positive experiences from gymnastics.

We have a fluid progression system where by participants are invited in to trial for more advanced classes as and when the coaches feel they are able and ready both physically and mentally to do so. It is important to us that gymnasts train in the most appropriate class to ensure they gain the most out of their training and can compete at an appropriate level. The number of hours a gymnast trains deems which level of event they are permitted to enter.

16. CONDUCT

The club has a set level of expectation for all members and staff to ensure a safe, friendly and effective environment. Anyone who acts outside of these expectations will be followed up. ALL members will be asked to sign up to the relevant Code of Conduct upon joining.

Codes of conduct for Parents/Guardians/Spectators can be found in Appendix 5.

Codes of conduct for Participants can be found in Appendix 6.

Codes of conduct for Coaches, Officials & Volunteers can be found in Appendix 7.

Plan of Action for When Codes of Conduct Policies are Broken can be found in Appendix 8.

17. STAFFING

We have trained coaching and administrative staff, who undertake British Gymnastics courses and qualifications. We also have volunteers who undertake valuable that work at the club. We have adopted British Gymnastics Safe Recruitment Policy, a QR Code for this policy can be found in Appendix 9.

18. CONTACTING COACHES & GAINING FEEDBACK

To inform us of minor non-urgent matters relating to your child, please email reception@buryspectrumgymnastics.co.uk and where relevant the message will be passed to your child's coach.

We fully recognise that parents wish to be updated as to how their child is getting on and progressing in class. Coaches usually go straight from the end of one class to the start of the next and are generally unavailable to talk to parents for longer than a few minutes. If you have a concern that you would like discussed, please email manager@buryspectrumgymnastics.co.uk and we will respond as soon as possible or where beneficial we will arrange a phone or face to face meeting.

We ask that parents do not contact staff directly via personal phones, emails or social media.

19. SPECTATING/PHOTOGRAPY

We very much understand relatives desire to view their child's sessions, and we have been able to make this possible. Spectators do, however, cause distraction for both the gymnasts and the coaches. We find that the gymnasts are more focused and engaged, therefore gain more from their sessions when they do not have the distraction from spectators.

The use of photography/videography at the club is strictly forbidden without prior consent from the club. Spectating Rules can be found in Appendix 10. Photography Policy can be found in Appendix 11.

20. HOLIDAY CAMPS

These are generally run during the Easter and Summer holidays. Book and Stay sessions (Eastertastics and Summertastics) and Pay & Play sessions (Ape Around) will be advertised via email throughout the year.

21. PRIVATE LESSONS

We can offer 1:1 sessions upon your request. Please email reception@buryspectrumgymnastics.co.uk to request a booking form.

22. BIRTHDAY PARTIES

We do host Parties at the club, these are generally on Sunday's.

Our Birthday Party Flyer can be found in Appendix 12.

23. ACCIDENT AND INCIDENT REPORTS

Any sporting activity carries within an inherent risk of injury and the nature of gymnastic activity increases that risk. Most of the injuries that occur during classes are minor bumps, bruises and strains. These will be recorded in the Accident Book and you will be provided with a copy of the log. If you feel the injury requires further medical intervention, then please do seek it and keep us informed of the outcome. Where an accident takes place and the individual is taken to hospital as a result, we will complete a full report and submit these to both BG and the County Council. Generally, your child's coach will deal with their accident/incident, unless they feel they require additional support from another member of the team.

24. WELFARE

The overall health, happiness and well-being of all our members is our key priority. We have adopted British Gymnastics Health & Safety, Equity, Safeguarding and Safe Environment Policies and our Level 1+ staff undergo safeguarding training. We have a variety of risk assessment covering, activity, equipment, fire, etc. to ensure the club is operating at an optimum standard. We do not tolerate bullying of any kind and run an Anti-Bullying Awareness week at the club each year.

If you have any concerns relating to the welfare of participants at the club, whether this relates to any aspect of their involvement at the club or surrounding life at the gym, please contact either the manager@buryspectrumgymnastics.co.uk or one of our Welfare Officers, Jayne Heath/Jaine White on buryspectrumwelfare@outlook.com. Your concerns will be responded to and details of the next steps to be taken will be provided. If it is deemed appropriate, outside agencies may be contacted. If the Manager is contacted about a welfare issue, the contact will be shared with the Welfare Officer.

QR Codes for the British Gymnastics Health & Safety, Equity, Safeguarding and Safe Environment Policies in Appendix 13.

A link to Jayne's Welfare Officer Introduction Video, Information Sheet and Reporting Concerns Flowchart can be found in Appendix 14.

25. COMPLAINTS

We feel confident that as a club we offer a good level of service to our members, but will always strive to improve. We do also recognise that there are instances when things do go wrong or a customer may feel dissatisfied. In this instance please email manager@buryspectrumgymnastics.co.uk

A copy of our Complaints & Grievances Procedure can be found in Appendix 15.

26. COMMUNICATION & SUPPORT

The majority of our communication will be sent via email to both contact email addresses provided. If you are not receiving communication, please check your Junk folder then please ensure your server is set-up to receive from us.

We suggest all members follow our Facebook page with offers regular updates on club activities. We also have a closed Instagram page, which you can request access to, when possible we will post pictures and video's of your child's progress. In addition, within the Members Area of the website <https://www.buryspectrumgymnasticsclub.co.uk> you will find activities, video's and home workout plans. Passwords for these areas will be emailed to you with your first terms invoice.

A QR code for British Gymnastics Social Networking Guidelines and our Safety Online Guidance Information can be found in Appendix 16.

27. FUNDRAISING

Our Friends Of Bury Spectrum (FOBS) committee are responsible for raising much needed funds for our club. They run events and activities throughout the year. We are grateful for their time and commitment to support our cause. If you would be interested in joining the committee or even helping out at some of their events, please contact reception@buryspectrumgymnastics.co.uk who will pass on your interest to the committee lead.

28. SICKNESS INCLUDING COVID-19

As a club we have responded to Covid-19 in line with British Gymnastics guidelines and Public Health England. Now with no legal restrictions in place, we request that members are mindful when bringing their children into gym.

With Sickness/Diarrhoea and other illnesses, please allow 48 hours from the time that symptoms stop before bringing gymnasts to their class.

APPEXIXIES

APPENDIX 1 – CONSENT & PARTICIPANTION AGREEMENT

CONSENT & PARTICIPATION AGREEMENT

1. I confirm that my child/myself is physically fit and healthy and I consider my child/myself capable of taking part in Gymnastics.
2. I have completed the section on medical details and give consent that in the event of any illness or accident any necessary treatment can be administered.
3. I confirm that I have read through and agree to abide by the rules and regulations of the club as laid out in the Members Handbook.
4. Recreational & Tumbling Teddies – I am aware that I am paying for a block of gymnastics classes which must be paid via bank transfer and is non-refundable.
5. Squad Gymnasts 1.5hrs+ - I am aware that I am required to pay monthly (one month in advance) by BAC's for fees, and that there is a one month leaving notice period which must be submitted in writing and emailed to manager@buryspectrumgymnastics.co.uk
6. I am aware that BOTH email address' stated on this form will be used to send invoices to when they are due.
7. I have read the Parents, Guardians & Spectators Code of Conduct, I have also read the participant's Code of Conduct with my child and we / I understand and agree to abide by the rules.
8. I understand that if my gymnast will be arriving/departing on their own, that I will need to complete the relevant permission form.
9. I agree to pay the annual BG/Regional/Club membership fee when requested and I agree to register my child's membership via the British Gymnastics website. I take full responsibility for my child's lack of insurance if I fail to register my child/myself.
10. In signing this agreement, I declare that I am aware of the element of risk involved and whilst I accept that the coaches and other personnel will take precautions to prevent accidents, I understand that they may not be held responsible for loss, damage or injury to my child, myself or my property.

You will sign up to this upon enrolling yourself/your child at Bury Spectrum Gymnastics Club.

APPENDIX 2 – BANK ACCOUNT DETAILS

These should also appear on your invoice.

Please use your child's name as the reference and where relevant add 'Party' 'Comp' or 'Squad'

Recreational & Day Time Activity Fees/Party Payments

Natwest

48564249

60-21-03

Squad Gymnasts Fees/Competition Fees/Squad Fees

Natwest

48631191

60-21-03

APPENDIX 3 – CLUB PRIVACY NOTICE

Bury Spectrum Gymnastics Club Privacy Notice – Members, Volunteers, and Employees

Bury Spectrum Gymnastics Club is the data controller and is committed to complying with our legal responsibilities under data protection law. We take your privacy seriously and will ensure your personal information is kept secure.

When we collect, use, share, retain or do anything else with your personal information (known collectively as ‘processing’) we are regulated under the General Data Protection Regulation (GDPR) and are responsible as ‘controller’ of your information.

This notice applies to you if you are:

- An existing or prospective member of our club;
- A person with parental responsibility for a member;
- An existing or prospective club volunteer or official; and
- Supporters/fans who sign up to marketing communications via social media or website.

We have additional privacy information relating to employees.

It is important that you read this carefully as it contains key information about how we use your personal data and your associated rights.

About us

Bury Spectrum Gymnastics Club is a ‘not for profit’ membership organisation. Our members are gymnasts or the parents (if the gymnast is a child). We provide the opportunity for our members to participate in our activities, which include recreational classes, training, camps, competitions, squads and other similar gymnastics activities.

We register with British Gymnastics and English Gymnastics, who governs the sport, provides insurance for clubs and individual members and offers competitions and events. It is a condition of British Gymnastics club registration that all our club members also register as individual members of British Gymnastics.

We also affiliate to Eastern Counties Gymnastics Association and Suffolk Gymnastics Association, who runs competitions and events in which we may participate.

Information we collect about you

The categories of personal information we process includes:

- Contact details* (gymnast or parent and emergency contacts)
- Gymnast date of birth*
- Gymnast gender
- Any relevant medical conditions and/or disabilities and additional related information
- Other relevant individual needs for example, information about learning, religious or other support needs.

British Gymnastics also collects the above information on our behalf when you join or renew your British Gymnastics membership.

- Any individual risk assessments (gymnasts and others if applicable)
- Details of any reasonable adjustments or steps taken to support your individual needs
- British Gymnastics membership details* (which are confirmed by British Gymnastics when you join or renew)
- Gymnast attendance and achievement records
- School attended
- Doctors contact details
- Body Measurements for clothing and training aids
- Interest you may have in becoming further involved in supporting the club
- Any communications from, to or relating to you
- Details relating to standards of conduct
- Any accident or incident reports including details of injuries
- IP address, browser identifier and the time of access (if you use our website)
- Bank details (If you are making regular payments to us or we are required to make a payment to you e.g. refunds)
- Experience, qualifications, training and confirmation that you have completed a criminal record check (prospective or existing volunteers).

The information marked with an * above is essential for us to provide your membership. It is your choice whether you provide all the information we have requested but not providing information may affect our ability to meet you or your child's needs and to protect their well-being.

If you are a competitive gymnast, we record other information about you to support your training and participation in competition such as:

- Training and technical information
- Lifestyle information
- Nationality (if you are competing at international level)

If you attend an event or trip with the club, we will also collect the following information where relevant:

- Dietary requirements and any other relevant information that we need to know to ensure your needs are met; and
- Passport information if the trip is abroad.

Our purposes for processing information about you

We use the information we hold about you for a variety of purposes which are outlined below. Data protection law requires us to tell you what our legal reason is for each purpose.

Contractual purposes

When you ask us to provide you a service, such as club membership or registration, gymnastics classes, competitions, trips or other activities or you buy a product from us we usually need to use information about you to provide this product or service, for example:

- To contact you to confirm arrangements;
- To notify you about changes to terms and conditions;
- To tell you when it is time to renew membership or re-register for activities;
- To process payments or send you receipts required;
- To provide you with the benefits and services to which you have subscribed.

We do so because it is necessary for the performance of a contract.

Legal obligations

We have a duty of care to ensure it is safe for you or your child to take part in gymnastics activity and to keep you/them safe while participating. Some individuals may be at risk of harm from participating in gymnastics activity as a result of a pre-existing condition. It is vital that you let us know if there is any reason why taking part in gymnastic activity may be unsafe prior to participation. With your agreement, we will review any information you provide and undertake risk assessments in consultation with yourself and any appropriate trained professionals e.g. medical consultants. When we ask participants to provide relevant health information such as details of medical conditions, medication needs, allergies or injuries, this is because we have a legal obligation.

If you are selected for a role at the club, we will usually obtain a reference from any appropriate organisation or individual you have nominated.

When you tell us about any special needs such as disabilities or other support information we may use relevant information to comply with our legal obligations under the Equality Act 2010. We will review any information you have provided to help us identify any actions we can take to support inclusion. We may need to ask you for more information to help us to best meet your or your child's needs. We will keep a record of any steps we take to support inclusion.

If you are wishing to volunteer or work for us, we may need to ask you to complete a criminal record check as we have a legal obligation to do so. We jointly control the checking process with British Gymnastics who is responsible for the assessment of any content on the check and will only share information with us where it is appropriate. For example, if you are considered by British Gymnastics to be unsuitable to take on the role, we may share relevant and proportionate information about criminal offences where it is deemed that while you are not considered unsuitable to take on the role, if it is considered necessary for safeguarding purposes.

When we retain information about you, even after you are no longer taking part in gymnastics activity, this is often because we are required to do so by law such as records we are required to keep for business and accounting purposes. Sometimes we are also legally obliged to share information about you with third parties. More information is provided below.

Legitimate interests

We rely on legitimate interests for the following purposes:

- **Responding to communications, concerns or complaints and seeking feedback from you about our services.**

We will use the information you provide to respond to any comments or questions you raise and where appropriate to undertake investigations into any complaints or concerns. On occasion, we may contact you to seek your views on the services we provide.

- **Holding emergency contact information**

When you join the club, we collect contact details. We also ask you to provide an emergency contact which we will only use in exceptional circumstances if we are unable to contact your primary contact e.g. a parent.

- **Maintaining attendance registers, achievement records and waiting lists**

For health and safety purposes and club records, we need to maintain a register of those in attendance at training or other club activities.

If there are no places in the club, we can place you on our waiting list and will contact you using the details you provide to inform you when a place is available.

- **Entering you into a competition and providing results**

If you wish to take part in a club competition, your information (usually your name, date of birth and gender) will be used to enter you into the appropriate category and your score will be recorded. Results of competitions are normally published on our notice board and website.

If you wish to enter a competition organised by another gymnastics body, including British Gymnastics, English Gymnastics, East Regional and Suffolk County Gymnastics Association, other British Gymnastics Clubs, we will provide your information to the organiser to enable you to take part in the competition or event that they are organising.

- **Collecting additional information to support a participant attending a club trip**
Occasionally we organise residential events or trips. If you or your child registers for one of these events, we will need to collect additional information, that may vary dependent on the specific activities and whether they involve meals and travel. Additional information we require may include passport information and any other relevant information necessary to provide support whilst away from home.
- **Monitoring performance and undertaking fitness assessments**
If you or your child are/is a squad gymnast, we will need to collect additional information about you/them. We track and monitor gymnast's performance in training, trials and competition and undertake fitness assessments. We may require additional information about lifestyle and education if you or your child are/is training at an elite level and requires time out of school or lifestyle.
- **To monitor that you have completed any required safeguarding training and criminal record checks**
If you undertake a role where a criminal record check and safeguarding training are required, we will receive confirmation from British Gymnastics if your check is approved and that you have completed the required safeguarding training.
- **Filming for coaching purposes**
On occasion, we may film gymnasts e.g. during a gymnastics session for coaching purposes. Videos taken at training sessions for individual coaching purposes will not be used for any other purpose without prior consent.
- **Photography and filming at club events to promote the club**
We may take photos at club events to promote the club on our website, club social media account, through media, and in communications. At our club events such as competitions and displays, we may film the event to create a DVD. Any images of children will be published in line with our safeguarding policy.

Upon joining the club, we ask that you let us know if you do not wish to be filmed or photographed or do not want your image to be published. While we can usually take steps to prevent you from being photographed or filmed at small club events, please bear in mind that at our large public events, it may be difficult to avoid capturing you in footage. However, we always review all photographs prior to publication and we will ensure any images of you are deleted.

- **Running and monitoring our club website and social media**
We do not use any tracking or analytics on our website. Your IP address will be logged by our webserver but we would not be able to identify you from this information alone.

We have carried out a legitimate interest assessment (LIA) to ensure that the above processing is necessary and is carried out in a way that ensures a balance between the club's interests and your individual interests, rights and freedoms with appropriate safeguards, especially to protect the interest of data subjects who are children. We can provide details of these assessments on request.

You have a right to object to the use of your information for any purposes we undertake based on legitimate interests. Further information is provided in the section below on individual rights.

Consent

We rely on consent in the following circumstances:

- **To use your email or telephone numbers for marketing purposes**
- **To take photographs and video at a club event or training for publication.**

With your consent, we may also take photos during training or at club events to promote the club on our website, club social media account and in communications. All film and photos of children will be published in line with our safeguarding policy.

When you have given us your consent for your personal information to be used for a particular purpose, you have the right to withdraw this consent at any time, which you may do by contacting us using the contact details below. If you provided (any) consent(s) for a specific purpose as part of the information you provided on our behalf through the British Gymnastics membership platform, this (these) consents can be withdrawn at any time by logging into your British Gymnastics account. Your withdrawal of consent will not affect any use of the data that was made before you withdrew your consent.

Special categories of personal data

Special categories of personal data are a category of information that is more sensitive and requires greater protection. Some of the information we process falls into this category (e.g. health/medical data or any information you provide to us about a disability or your religion, race or gender identity). It is unlawful for organisations to process this type of information unless an additional legal condition applies. We will only process this type of information if one of the following applies:

- You have given your explicit consent or have made this information public;
- We are required to do so to establish, exercise or defend a legal claim;
- We are required to do so to comply with employment or social security or social protection law;
- Legitimate activities of a 'not for profit' organisation;
- There is a substantial public interest in doing so; or
- It is in your vital interests and you are unable to provide consent e.g. if you are unconscious or do not have sufficient mental capacity.

Marketing

With your consent, we will send you information about our activities, services and products that we think might be of interest to you based on our age, interests and experience. We will send you this information by email or letter.

You can ask us to stop sending you this information at any point by letting a member of the reception team know or by following the instructions in the relevant communication or for British Gymnastics marketing, by amending your preferences in 'My Account'

Why we share information about you

We have a legitimate interest in sharing your personal information with British Gymnastics to ensure the sport is safe and well-governed and where relevant to access support and advice.

We may also be required to share your personal information in the following reasons:

- Complying with legal and/or regulatory responsibilities
We may be required to share information with bodies such as Her Majesty's Revenue & Customs (HMRC), Health & Safety Executive (HSE), Police and Information Commissioner's Office (ICO).
We may also share information with other organisations to safeguard children. Any information that

is shared will be strictly limited to what is required to ensure children are protected from harm and will be carried out in accordance with the law and relevant government guidance.

- Insurance
- Obtaining legal or professional advice
- Obtaining a service from a third party

All service providers are contractually required to ensure your information is secure and cannot use this information for their own purposes. Where we are required to share information with them to provide the service, we only disclose information that is strictly necessary to deliver the service.

Except for the above, will only share your information with any other third parties with your prior agreement.

Transfers of data out of the EEA

We may transfer your personal information to countries which are located outside the European Economic Area (EEA) for the follow purposes:

- In order to use cloud storage
- We will not transfer your information to any other country or organisation outside the EEA unless there is a European Commission adequacy decision for the specific country to which the data is transferred or where we can be certain that there are adequate safeguards provided for your information and individual rights standards that meet the GDPR requirements.

Individual rights

You have important rights under data protection law. In summary these include:

- **To be informed about how your information is processed** (set out above)
- **To access any personal data held about you**
You have the right to access the personal information we hold about you. You can log in to 'My Account' at any time to view/amend/delete the information we hold about you that has been collected by the British Gymnastics system. You can also request a copy of any other information we hold by writing to us using the contact details below.
- **To have your data rectified if it is inaccurate**
If you think that any of the information we hold is inaccurate, you can ask that corrections are made. We will either make the requested amendments or provide an explanation as to why we are not making changes
- **To have your data deleted (except if there is a valid lawful reason to retain it)**
If you do not renew your membership or cease to have a relationship with the club, we will delete any information you provided within two years except for any financial/accounting records which need to be retained for six years in line with UK tax law. Additional information that has been provided solely for the purpose of participating in a specific activity will be deleted after the event

Video footage that has only been taken for coaching purposes will be retained only for as long as it is required for that purpose and in most cases, will be deleted within one month.

Photographs and other video footage captured for promotional purposes will be retained for up to 4 years. After this time, they will be deleted unless we consider them to be of public interest and should consequently be archived for historical purposes. Where images have been published on social media, these platform providers may continue to process your data after the retention period has lapsed.

You have a right to request the deletion of your information in advance of the above retention periods. We will delete this information unless there is a lawful reason for the information to be retained.

- **To have your information restricted or blocked from processing**

If you object to processing, we will restrict the processing of your information for the purpose to which you are objecting whilst we review your objection.

- **To portability**

If you wish to move to another club, you can transfer your information to another club registration by logging into 'My Account' on the British Gymnastics system. Alternatively, if you wish to leave the club, the information you provided on behalf of our club will be archived on the British Gymnastics system for 60 days and will be deleted after this has lapsed. During this period, you can transfer your information to another club. This may be limited to your club membership

- **To object to:**

- **Any processing based on legitimate interests**

The right to object is specific to the data subject's particular situation. We will stop processing your personal data unless we can demonstrate compelling legitimate grounds for the processing, which override your individual interests, rights and freedoms or we need to continue to process your information in connection with a legal claim.

- **Your personal information being used for direct marketing activities**

You can object to our direct marketing activities by unsubscribing from the relevant communication as described above in the marketing section of this notice.

[Click here](#) to learn more about your rights.

To exercise any of your rights or if you have any questions about our privacy notice please contact:

Lynsey Palframan manager@buryspectrumgymnasticsclub.co.uk 01284 700866

While we hope to be able to resolve any concerns you have about the way that we are processing your personal data, you have the right to lodge a complaint with the Information Commissioners Office (ICO) if you believe your data has been processed in a way that does not comply with the GDPR or have any wider concerns about our compliance with data protection law. You can do so by calling the ICO helpline on 0303 123 1113 or via their website.

Keeping your personal information secure

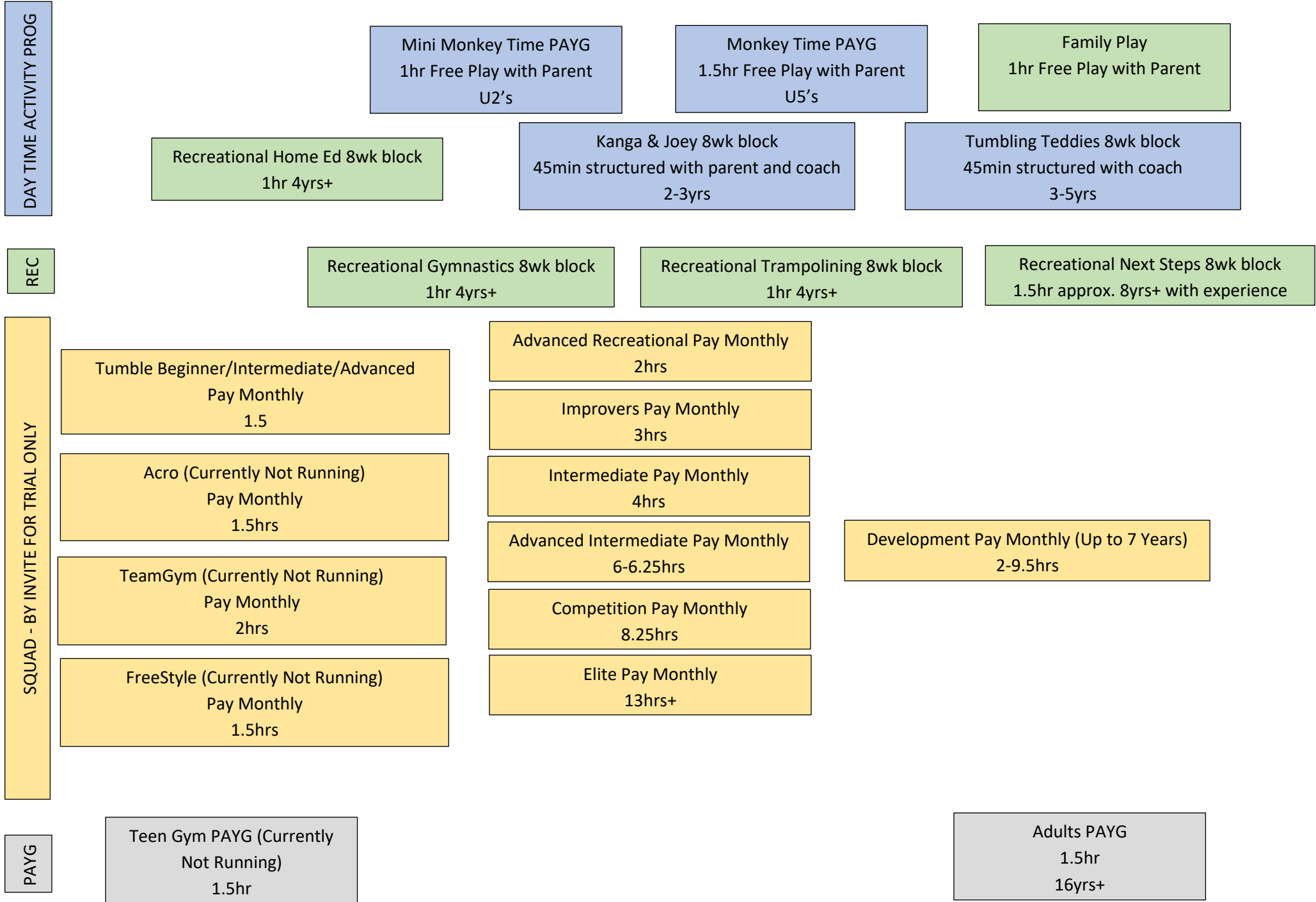
We limit access to your personal information to those who have a genuine reason to need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Changes to the privacy notice

We keep our privacy notices under regular review. This privacy notice was published on 25th May 2018.

We may change this privacy notice from time to time, when we do we will inform you via e-mail.

APPENDIX 4 – CLUB CLASS STRUCTURE



APPENDIX 5 – CODES OF CONDUCT FOR PARENTS/GUARDIANS/SPECTATORS

Code of Conducts for Parents/Guardians/Spectators

We are fully committed to safeguarding and promoting the well-being of all our members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and share any concerns or complaints that they may have about any aspect of the club with the Manager, reception, or one of the nominated Welfare Officers.

- ◆ Encourage your child to learn the rules and participate within them.
- ◆ Ensure that your child is brought up to the building by an adult, that your child has signed in at the front desk, before leaving your child in the building.
- ◆ Parents are not permitted in the working areas of the gym, or in the children's cloakroom, unless permission is gained from reception or the Coach in Charge.
- ◆ Do not talk to or distract your child during their session from the balcony or the gym door. This could lead to accidents, and you may be asked to leave the building. Please advise reception if you need to speak to your child during their session.
- ◆ Deal with grievances appropriately using our Complaints Procedure.
- ◆ Respect the professional judgement/decisions of coaches.
- ◆ Develop positive relationships with fellow parents, guardians, spectators where by all members feel supported by one another.
- ◆ Help your child to recognise good performance, not just results. Help your child to understand mistakes/errors/poor performance, how we deal with these, and how we can learn from these.
- ◆ Set a good example by recognising good sportsmanship and applauding the good performances of all members.
- ◆ Never punish or belittle a child for poor performance or making mistakes. Never ridicule other members performances.
- ◆ Never force your child to take part in sport.
- ◆ Always ensure your child is dressed appropriately for the activity and has plenty to drink. This includes ensuring they have the correct outerwear especially when cold.
- ◆ Keep the club informed if your child is ill, injured, or unable to attend sessions.
- ◆ Endeavour to establish good communications with the club and staff for the benefit of all. Please only use official club contact details to communicate with staff. Do not use personal emails, phone numbers, or social media to communicate with staff.
- ◆ Use correct and proper language at all times, both in the building and in the parking area. There is a zero-tolerance policy of both verbal and physical abuse towards any member of staff.
- ◆ Refrain from smoking directly outside the building or in the car park and do not dispose cigarette butts onsite.
- ◆ Consider appropriate times, length of time, to view your child's classes, taking into consideration other members access to viewing their children.
- ◆ Do not take pictures/videos during training sessions.
- ◆ Do not publicise pictures/videos of other members on social media platforms or between friends and family.
- ◆ Always collect your child promptly at the end of a session by entering the building. Inform the Receptionist or coach if someone other than usual is picking your child up from their session. Staff should not be burdened with unnecessary responsibility out of session time.
- ◆ Support the club to create a friendly atmosphere, by conducting your behaviour in a positive manner and encouraging your children to always be kind, so that all members feel happy to be part of Bury Spectrum Gymnastics Club.

Childs Name: _____

Parents/Guardians Name: _____

We (Parents, Guardians, Spectators) agree to abide by the above Code of Conduct whilst our children are members of Bury Spectrum Gymnastics Club. We understand that staff may contact us if they feel that we have neglected to adhere to the above we will face the consequences of breaking the code of conduct.

N.B You will be required to tick during the online enrolment for process to say that you agree to abide by the Code of Conduct

Signed: _____ Date: _____

APPENDIX 6 – CODES OF CONDUCT FOR PARTICIPANTS

Code of Conduct for Participants

- ❖ Members are encouraged to be open at all times and share any concerns or complaints that they may have about any aspect of the club with their Coach or one of the nominated Welfare Officers.
- ❖ As a member of Bury Spectrum Gymnastics Club you are expected to abide by the following club rules:
- ❖ All members must participate within the rules and respect coaches, judges and their decisions.
- ❖ All members must respect opponents and fellow club members.
- ❖ Members should keep to agreed timings for training and competitions or inform their coach if they are going to be late.
- ❖ Members must wear suitable attire for training and events as agreed with the coach. Keep all long hair tied back.
- ❖ Remove all body jewellery.
- ❖ Members must pay any fees for training or events promptly.
- ❖ Members must not smoke, consume or be under the influence of alcohol or drugs of any kind whilst training or representing the club at competitions or other events.
- ❖ No food should be consumed in the gym or cloakroom areas. All food should be eaten in the viewing area
- ❖ Members should treat all equipment with respect.
- ❖ Members must inform the head coach of any injuries or illness they may have before the warm-up begins.
- ❖ Members should not eat or chew gum during a session.
- ❖ Members must not use bad language.
- ❖ Members should remain with coaches at the end of a session until collected by their parent

Participants Name: _____

Parents/Guardians Name: _____

N.B You will be required to tick during the online enrolment for process to say that you agree to abide by the Code of Conduct

We (Participants) agree to abide by the above Code of Conduct whilst we are members of Bury Spectrum Gymnastics Club. As a parent I will help my child to understand the Code of Conduct. We understand that staff may contact us if they feel that we have neglected to adhere to the above and we will face the consequences of breaking the code of conduct.

Signed: _____ Date: _____

APPENDIX 7 – CODES OF CONDUCT FOR COACHES, OFFICIALS & VOLUNTEERS

Code of Conduct for Club Coaches, Officials and Volunteers

The essence of good ethical conduct and practise is summarised below. All Club Coaches, Officials and Volunteers must:

- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers based on mutual trust and respect
- Promote the positive aspects of the sport
- Encourage performers to value their performance and not just results
- Hold the appropriate, valid qualification and insurance cover, coaching only to their BG trained level
- Make sure all activities are appropriate to the age, ability and experience of those taking part and ensure all participating are suitably prepared physically and mentally when learning new skills
- Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved with Club activities
- Never consume alcohol or take non prescribed drugs before or during training or events
- Do not chew gum or consume food in the working gym area
- Never contact or respond to customers or gymnasts via your personal number, email or social media. Do not befriend customers or gymnasts on social media.
- Obtain prior agreement from the parent/guardian of performers before transporting them anywhere (training, competitions or events), and never do this on a 1:1 basis
- Never have performers stay overnight at your home
- Never exert undue influence over performers to obtain personal benefit or reward
- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the BG Child Protection procedures
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned
- Follow the guidelines laid down by the BG and Bury Spectrum Gymnastics Club

APPENDIX 8 – PLAN OF ACTION FOR WHEN CODES OF CONDUCT POLICIES ARE BROKEN

Plan of Action for when Codes of Conduct Policies are Broken

Code of Conducts for Parents/Guardians/Spectators

Green	Amber	Red	Black
1 st Breach of Rule	2 nd Breach of Rule	3 rd Breach of Rule	4 th Breach of Rule
Verbal Warning	Written Warning	Asked to find an alternative grown-up to be responsible for the child's contact with the club	Asked to leave the club

Code of Conduct for Participants

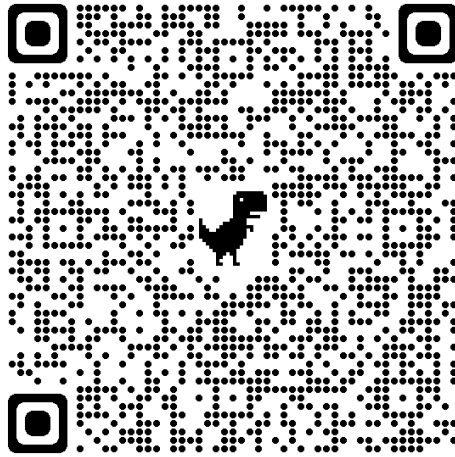
Green	Amber	Red	Black
1 st Breach of Rule	2 nd Breach of Rule	3 rd Breach of Rule	4 th Breach of Rule
Verbal Warning to Participant	Written Warning to Participant/Parent with an Agreed Basic Intervention	Meeting with Participant/Parent with an Agreed Formal Intervention Plan	Asked to leave the club

Code of Conduct for Club Coaches, Officials and Volunteers

Our formal disciplinary procedure will deal with any breach of the Code of Conduct.

APPENDIX 9 - BRITISH GYMNASTICS SAFE RECRUITMENT POLICY

British Gymnastics Safe Recruitment Policy



APPENDIX 10 - SPECTATING RULES

The Rules of Spectating

The gymnasts are not used to the noise and distraction of spectators. Gymnastics can be a potentially dangerous sport if the gymnasts are not focused. Naturally some gymnasts will be very excited to see spectators on the balcony again, whilst others will feel uncomfortable/unnerved by this. Therefore, to protect your children and others, please can we ask that you reframe from:

- Making too much noise
- Leaning against, or banging, on the glass panels
- Waving at the gymnasts
- Speaking to the gymnasts over the balcony
- Calling the gymnasts or the coaches out of the gym
- Meeting the gymnasts in the toilets
- Giving the gymnasts gymnastics coaching instructions
- Taking photo's or video's of the gymnasts (we have a number of protected children at our club)



**No cameras or
video recording
equipment**

For child protection
privacy reasons.

With exception of Competitions

Anybody found
photographing & videoing
will be asked to leave.



**No cameras or
video recording
equipment**

PARTIES

Available Sundays

11:00–13:00

or

13:30–15:30

Up to 20 children– £200

Up to 30 children– £250

£100 non-refundable deposit due upon booking.
Remaining balance due 2 weeks before party.

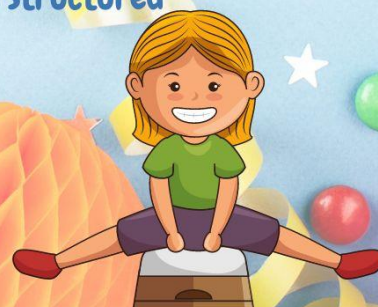
Programme–

1 hour 15 mins– 2 qualified coaches will take the children on all pieces of equipment and play games.

30 mins– Party food with parents (Food provided by yourselves)

15 mins– Party Games with coaches (To give you time to clear away)

Parties for 5 year old's and under will be semi structured



BURY SPECTRUM GYMNASTICS CLUB

Conditions of Hire

1. Your invoice balance must be paid at least 2 weeks before the party.
2. ALL fees paid are non-refundable under any circumstances.
3. If you can no longer make the party date for any reason, the deposit paid upon booking will remain non-refundable/non transferrable. If the birthday child tests positive for covid so self-isolates on the party date (evidence of a positive test with the child is required), we will be able to transfer the remaining paid party balance (due 2-weeks prior to the party) to a new party date, it will still remain non-refundable under any circumstance.
4. NO shoes or socks should be worn in the gym area.
5. NO zips, buckles or buttons on clothing or jewellery—including earrings (these must be covered with tape prior to arrival if recently pierced)
6. Children must always follow the coaches instructions.
7. No adults allowed in the gym during the party, with the exception of the birthday child's parents and parents of children under 4 year olds.
8. Children are only allowed on the floor area for quiet games with the coach after they have eaten. They will not be allowed in the equipment area.
9. Please leave the kitchen, eating area and toilets clean and tidy.
10. Please bag up any rubbish and ensure this is placed in the bin outside the gym upon departure.
11. As host, you will be responsible for ensuring attendees follow any government guidelines relating to COVID-19.
12. As host, you will be responsible for keeping a record of names & telephone numbers of all attendees for health & safety purposes.
13. No food/drink allowed in the gym area.

The gym will be available 15 minutes prior to time of booking for setting up purposes and 15 minutes at the end of the party for clearing up.

No children will be allowed in the gym area until the actual party.

Please ensure all visitors have left the building at the designated time.

Parent/Guardian name _____

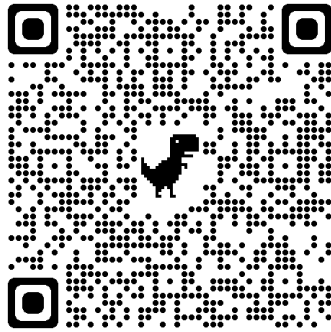
Child's name _____ Date of party _____

I agree to the above conditions of hire and take full responsibility for children in my care—

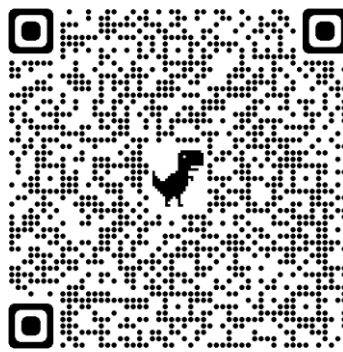
Signature of host _____ Date _____

APPENDIX 13 - BRITISH GYMNASTICS HEALTH & SAFETY, EQUITY, AND SAFEGUARDING POLICIES

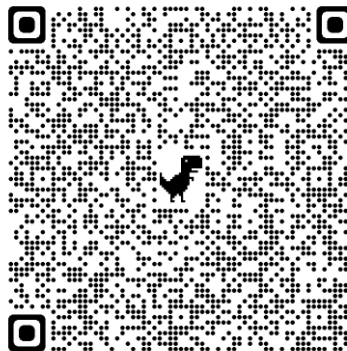
British Gymnastics Health, Safety & Welfare Policy for Clubs & Affiliated Organisations



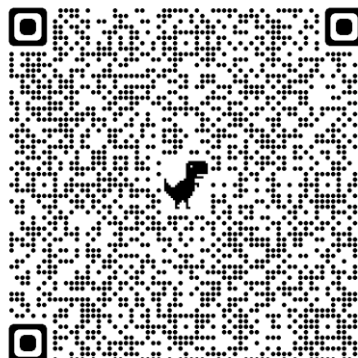
British Gymnastics Equality Policy



British Gymnastics Safeguarding Policy and Procedures



British Gymnastics Safe Environment



APPENDIX 14 – WELFRAE OFFICER INTRODUCTION VIDEO, INFORMATION SHEET AND REPORTING CONCERNS FLOWCHART

Welfare Officer Introduction Video - Link To be added

Welfare Officer – Information Sheet



- Who can tell me if they know who this lady is?
 - She's our club Welfare Officer, Jayne.
 - She is a mummy to three girls and works at the hospital where she looks after children's eyes.
 - You can get to know her more by watching her intro video, on the Website, on Instagram, or ask your grown-up to show you the video sent to them via email.
- Who can tell me what a Welfare Officer is?
 - It's a person who is responsible for ensuring the safeguarding and welfare of the members at our club.
- Who can tell me what Jayne's role might be?
 - She wants to make sure all our gymnasts are safe and happy at all times.
- How might Jayne be able to support you?
 - If you feel unhappy, worried or unsafe about something at home, at gymnastics or at school, and don't feel comfortable talking to your family, coach or teacher, you may wish to speak to Jayne.
- How might you be able to get in touch with Jayne?
 - Phone call yourself or ask a grown up to call for you.
 - Email yourself or ask a grown up to email for you.
 - Ask one of the coaches or receptionists if you can talk to Jayne, or ask a friend to ask them on your behalf.
- It is good to remember that....
 - You can talk to Jayne in confidence.
 - Jayne will only take your worries to another grown up if you agree for her to do so or she feels you may need you could be at risk.
 - Jayne can help you to access the support you need.
 - Jayne should be able to help you feel less 😞 and more 😊.

Be safe

**Gymnastics should be fun!
You should feel safe and enjoy your sport**

- Trust your instincts about the people you meet
- Never allow anyone to do things to you that make you feel uncomfortable
- Carry a mobile phone, phone card or some change

If you have any concerns contact your Club Welfare Officer

Club name

Bury Spectrum Gymnastics Club

Club Welfare Officer's name

Jaine White

Telephone number

Email address

buryspectrumwelfare@outlook.com



Alternatively, you can speak to someone at
ChildLine 0800 1111 | NSPCC 0808 800 5000 | British Gymnastics 0345 1297129

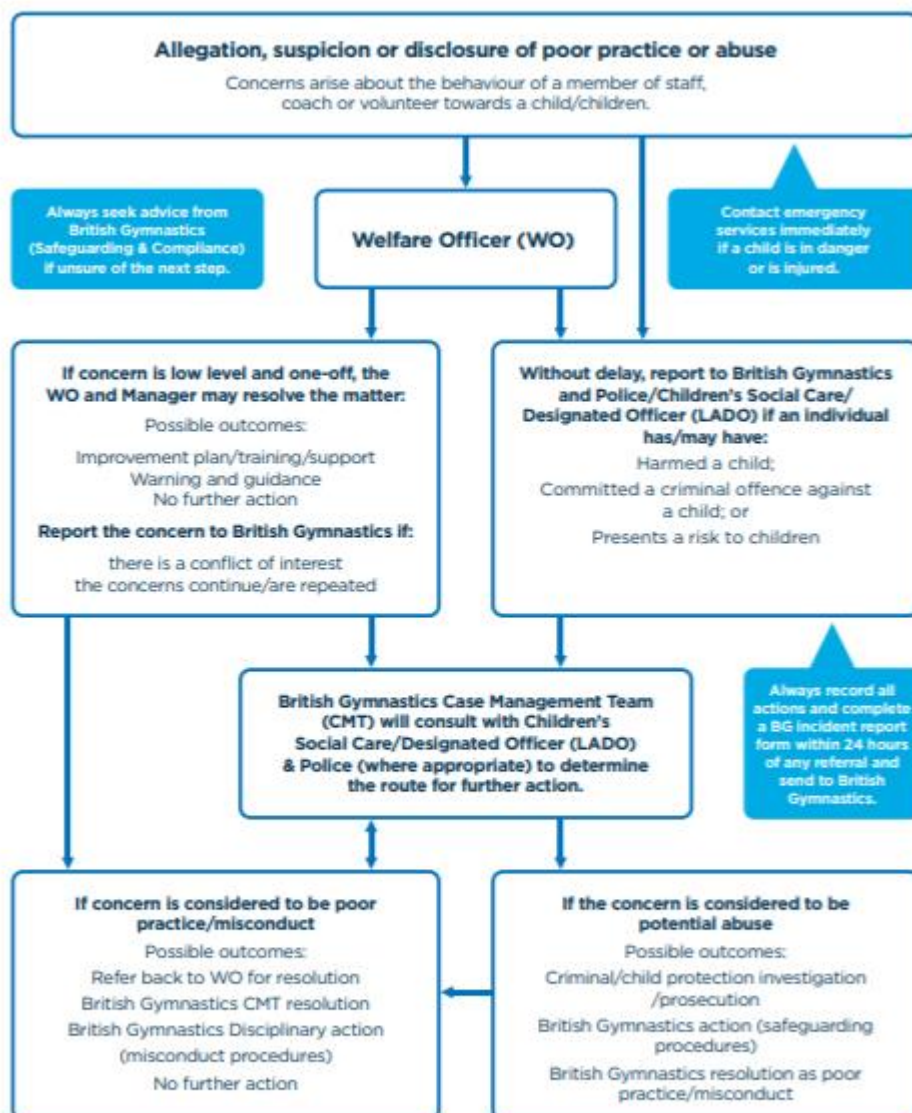
**British
Gymnastics**
More than a sport

NSPCC

Reporting Concerns Flowchart



Reporting Safeguarding & Child Protection Concerns flowchart



Concerns about a child arising outside gymnastics e.g. at home, school etc. must also be reported to the Welfare Officer who may refer to or consult with British Gymnastics, Children's Social Care and/or Police regarding what action to take (including who will inform parents).

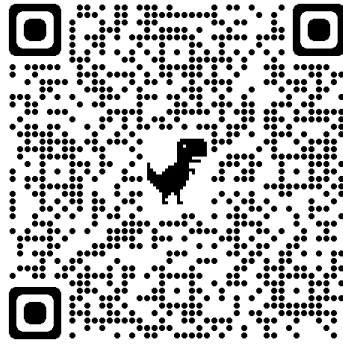
COMPLAINTS AND GRIEVANCE PROCEDURE

BURY SPECTRUM GYMNASTICS CLUB

- As a club, Bury Spectrum Gymnastics is affiliated to British Gymnastics (BG) and is bound by BG's procedures for complaints, disciplinary issues and membership suspensions and expulsions.
- Bury Spectrum Gymnastics places the welfare and safety of its members as the highest priority.
- The club has a designated team of Welfare Officers of which all issues relating to welfare can be reported to. All other concerns should be addressed to Lynsey Palframan or Ken Neale.
- Matters will be dealt with confidentially and only those who need to know will be informed.
- The BG's procedures for dealing with complaints will be followed and if any issue cannot be suitably addressed at club level, the BG procedures will be implemented.
- A copy of the British Gymnastics Complaints Procedure and the Policy Protection of Children and Vulnerable Adults is available from the office or copies can be obtained from BG

APPENDIX 16 – SOCIAL NETWORKING GUIDELINES & SAFETY ONLINE GUIDANCE INFORMATION

British Gymnastics Social Networking Guidelines



Safety Online Guidance Information

The use of the internet and the variety of social media applications and devices continues to play a significant role in the lives of our children and young people. As the digital world is constantly changing, it is important that they continue to be safeguarded and kept safe online.

To keep our gymnasts safe, Bury Spectrum has a no videoing and photography policy. This applies to all parents at all levels within the club. If the club becomes aware of any images or videos that may be in breach of this policy you will be asked to delete them. The exception to this is at competitions where filming and photographing of **your** children is permitted and we ask that any imagery is constrained to your children only. There may be occasions when it would be appropriate to photograph or record routines as part of training or publicity. If you do not want your child to be photographed you must let the club know so that their file can be updated.

As parents we all have a responsibility to keep our children safe and I ask you to adhere to the following:

- Do not put pictures of other club members on your social media sites within the club setting as you may breach the British Gymnastics Photography Policy. If you do wish to upload photos or videos including other gymnasts you must get consent from the parents/ guardians before doing so. This will not prevent you having pictures of your friends on your social media taken outside of the sporting arena, but it is good advice to always ensure they and their parents are happy with any picture or videos you plan to publish.

<https://www.british-gymnastics.org/documents/footer-menu-items/british-gymnastics/3276-photography-policy/file>

- Live-streaming is prohibited within the club setting, including competitions. If using live-streaming on social media you should limit this to your own children unless you have been given specific consent by the parents/ guardians of the other children.
- The use of social networking sites to criticise or verbally abuse the club, its officers, coaches, judges, and gymnasts in an inappropriate and unacceptable manner. British Gymnastics members found to be abusing or working outside of these good practice guidelines, may be subject to disciplinary action or investigation as outlined in the British Gymnastics Complaints & Disciplinary Procedures.

https://www.british-gymnastics.org/images/Social_Networking_Guidelines_v2.0_20180315.pdf

There is a particularly good video for you to watch with your children. It is aimed at the over 8's and gives a very powerful message about the importance of good internet safety. I have copied the link below that you can paste into your browser.

<https://www.teachertube.com/video/jigsaw-8-10s-147297>

There are also a number of other online resources that I'd like to draw your attention to:

1. The Child Protection in Sport Unit is a partnership between the NSPCC, Sport England, Sport Northern Ireland and Sport Wales to help minimise the risk of child abuse during sporting activities.

<https://thecpsu.org.uk/resource-library/2018/parents-in-sport-week-2018-resources>

2. The Underwear Rule is a simple way that parents can help keep children safe from abuse - without using scary words or mentioning sex. The NSPCC have developed a simple guide for parents, and a child-friendly version, to help you **talk PANTS** with your child.

<https://www.nspcc.org.uk/globalassets/documents/advice-and-info/pants/pants-2018/pants-parents-guide-online.pdf>

3. British gymnastics have a number of resources on their website

<https://www.british-gymnastics.org/gymnasts/gymnast-membership/document-downloads/safeguarding-compliance/9131-live-streaming-booklet/file>

<https://www.british-gymnastics.org/documents/departments/membership/safeguarding-compliance/8954-british-gymnastics-safeguarding-foldout/file>

ZERO TOLERANCE POLICY

We understand that people can become angry when they feel that matters about which they feel strongly are not dealt with as they wish.

If that anger escalates into aggression towards our staff, we consider that unacceptable.

We adopt a 'zero tolerance' approach to anti-social, abusive, aggressive or violent behaviour.

Any Person who is aggressive or abusive towards a member of staff, another customer will be asked to leave the club.

Management

Bury Spectrum Gymnastics Club