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# MEMBERSHIP RULES

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## 1. Membership Application

- 1.1. The UK Gymnastics Membership year runs from the 1<sup>st</sup> October to the 30<sup>th</sup> September.
- 1.2. Each member agrees to be bound by all regulations, policies & guidelines implemented and published by UK Gymnastics.
- 1.3. Should a member participate or teach at more than one affiliated club that member would not require multiple memberships for each club. The membership would be linked to the members primary club.
- 1.4. Members & clubs can be affiliated with multiple organisations; however, they must be taking part in a designated UK Gymnastics activity to be covered by the insurance. For example, if the member is taking part in activity for which they are registered with a different organisation and are involved in an accident they cannot claim under the UK Gymnastics policy.
- 1.5. Membership is not required for admin/office-based staff as they would be covered under the club membership. Individuals who also assist or teach in classes would require membership.

## 2. Membership Type

### 2.1. Club

2.1.1. Eligibility to apply for this membership:

- 2.1.1.1. Any existing club based within the United Kingdom of Great Britain and Northern Ireland, that wishes to become an affiliated club.
- 2.1.1.2. Any coach who is setting up a new club or after school sessions not part of the school timetabled class within the United Kingdom of Great Britain and Northern Ireland, that wishes to become an affiliated club.

### 2.2. Coach

2.2.1. Eligibility to apply for this membership:

- 2.2.1.1. Those who work in an affiliated UK Gymnastics club and;
  - hold a UKG Level 1 or higher (or an equivalent qualification recognised by UK Gymnastics); or
  - Those who are in training to become a coach and are under direct supervision of a UKG Level 2 or higher (or equivalent qualification recognised by UK Gymnastics) or
  - Members who are offering services in the capacity of tutor or assessors for UK Gymnastics or
- 2.2.1.2. Those booking on to a UK Gymnastics coaching course.

### 2.3. Freelance Coach

2.3.1. Eligibility to apply for this membership:

- 2.3.1.1. Those who do not work in an affiliated club or who may work in several different venues and;
  - hold a UKG Level 2 or higher (or equivalent qualification recognised by UK Gymnastics) or
  - Members who are offering services in the capacity of tutor or assessors for UK Gymnastics
- 2.3.1.2. Those booking on to a UK Gymnastics coaching course.

### 2.4. International Coach

2.4.1. Eligibility to apply for this membership:

- 2.4.1.1. Those booking on to a UK Gymnastics international coaching course
  - 2.4.1.1.1. International coaches are not covered by the UK Gymnastics

insurance policy

## 2.5. Dual Coach & Gymnast

### 2.5.1. Eligibility to apply for this membership:

2.5.1.1. Those who still participate in the sport via classes and/or competitions and who also work in affiliated UK Gymnastics club and;

- hold a UKG Level 1 or higher (or an equivalent qualification recognised by UK Gymnastics); or
- Those who are in training to become a coach and are under direct supervision of a UKG Level 2 or high (or equivalent qualification recognised by UK Gymnastics) or
- Members who are offering services in the capacity of tutor or assessors for UK Gymnastics or

2.5.1.2. Those booking on to a UK Gymnastics coaching course.

## 2.6. Gymnast

### 2.6.1. Eligibility to apply for this membership:

2.6.1.1. Any participant taking part in the sport and/or competitions.

## 3. Membership & Renewal

### 3.1. Membership Fees

3.1.1. Annual membership fees are due on the 1<sup>st</sup> October each year.

3.1.2. Membership fees will be determined by the executive board each year

3.1.3. Fees will be charged at the full rate for those joining up to the 31<sup>st</sup> March.

3.1.4. Fees will be charged at a reduced rate for those joining from the 1<sup>st</sup> April.

### 3.2. Conditions of Membership

#### 3.2.1. Becoming a Member

3.2.1.1. Membership & renewal of membership (in each case notwithstanding which type of membership) is conditional upon:

3.2.1.1.1. Cleared payment of fees, either by the member directly, affiliated club or someone on their behalf such as a parent / guardian; &

3.2.1.1.2. The membership type purchased is appropriate to the gymnastics activity being conducted by the member; &

3.2.1.1.3. Those working in a regulated activity as defined by the Disclosure and Barring Service (DBS) or other such relevant Government agency must obtain at least once every three years an enhanced DBS (Formally known as CRB)

3.2.1.1.4. Comply with the conditions set by the insurers of UK Gymnastics & not act in a manner which may invalidate any policies held by UK Gymnastics.

3.2.1.1.5. Comply with rules and procedures set by UK Gymnastics

3.2.1.2. Any fee received in relation to membership will be processed by UK Gymnastics upon receipt, irrespective of whether an application has been processed and approved. In the event an application cannot be completed the fee received will be returned to the individual who completed the transaction and via the same payment method.

3.2.1.3. Applicants must provide UK Gymnastics with information which may be required in order for UK Gymnastics to complete a membership application.

3.2.1.4. The executive board reserves the right to refuse new and returning

coaches for annual membership.

### 3.2.2. Termination of Membership

3.2.2.1. Any member whose renewal fees remain unpaid 28 days after the start of the membership year (1<sup>st</sup> October) shall no longer be deemed a member of UK Gymnastics and will no longer be privy to the benefits of membership.

3.2.2.2. In the event a member is accused of a criminal offence including the following may result in suspension of membership & if proven expulsion from UK Gymnastics:

- *Sexual Offences*
- *Child Offence*
  - *Neglect*
  - *Physical abuse*
  - *Sexual abuse*
  - *Emotional/Psychological abuse*
  - *Bullying*
- *Fraud*
- *Theft*
- *Criminal Damage*
- *Drug-related offence*

3.2.2.3. The executive board reserves the right to not just consider the above but any criminal offence & make a determination on a case by case basis.

3.2.2.4. Any member who is found to have been convicted of, or cautioned for, any of the offences listed in 3.2.2.2 shall have their membership suspended and shall not be allowed to apply for or renew any membership until the executive board have agreed to their reinstatement of membership

3.2.2.5. Any member whose membership has expired or lapsed during a suspension or when a complaint or disciplinary proceeding is pending shall:

3.2.2.5.1. remain subject to the rules and procedures of UK Gymnastics; and

3.2.2.5.2. not be authorised to apply or reapply for any form of membership until the executive board have specifically agreed to the member applying or re-applying for membership.

3.2.2.6. In the event someone's membership is terminated either under these rules for any reason, or they decide to terminate their membership prior to the end of the membership year, no part of the annual fee will be refunded unless decided otherwise by the executive board.

### 3.3. Conditions of Club Affiliation

#### 3.3.1. Becoming an Affiliated Club

3.3.1.1. Membership & renewal of membership is conditional upon:

3.3.1.1.1. Cleared payment of fees

3.3.1.1.2. Completing the annual registration & renewal form

3.3.1.1.3. Each member is registered with UK Gymnastics. Either directly with UK Gymnastics or via the club.

3.3.1.1.3.1. If registered via the club consent must be given for relevant data to be shared with UK Gymnastics

3.3.1.1.4. Ensuring those working in your venue, and in a regulated activity as defined by the Disclosure and Barring Service (DBS) or other such relevant Government agency must obtain at least once every three years an enhanced DBS (Formally known as CRB)

3.3.1.1.5. Ensure at least one individual is appointed as Welfare Officer who:

- 3.3.1.1.5.1. Has as stated in 3.3.1.1.4 obtained a DBS within the last three years
- 3.3.1.1.5.2. Completed a Safeguarding & Welfare course within the last two years
- 3.3.1.1.6. Ensure at least one individual is appointed as head coach who holds at least a UKG Level 2 or higher (or equivalent qualification recognised by UK Gymnastics)
- 3.3.1.1.7. Comply with the conditions set by the insurers of UK Gymnastics & not act in a manner which may invalidate any policies held by UK Gymnastics.
- 3.3.1.1.8. Comply with all rules and procedures set by UK Gymnastics
- 3.3.1.2. Any fee received in relation to membership will be processed by UK Gymnastics upon receipt, irrespective of whether an application has been processed and approved. In the event an application cannot be completed the fee received will be returned to the individual who completed the transaction and via the same payment method.
- 3.3.1.3. In order for UK Gymnastics to complete club affiliation (be it a new club or renewal) clubs must provide the following information:
  - Club Name
  - Venue address(es)
  - Contact details
  - Head Coach name and email address
  - Welfare Officer name and email address
  - DBS Officer name and email address
  - DP Officer name and email address
- 3.3.1.4. The executive board reserves the right to refuse new and returning clubs for annual membership.

### 3.3.2. Club Register

- 3.3.2.1. Each affiliated club MUST maintain a complete and up to date register of participants and should include by not limited to the following:
  - Full Name
  - Address
  - Date of Birth
  - Gender
  - If under 18 full name and contact details of the parent/guardian
  - Any known medical conditions
  - Date the participant joined the club as a member
  - UK Gymnastics Membership Number
- 3.3.2.2. From time to time, UK Gymnastics may require access to the registers held by affiliated clubs. For example, in the event of an insurance claim.
- 3.3.2.3. Affiliated clubs MUST comply will all data protection laws relating to privacy and the use of data.

### 3.3.3. Termination of Club Affiliation

- 3.3.3.1. Any club whose renewal fees remain unpaid 28 days after the start of the membership year (1<sup>st</sup> October) shall no longer be deemed an affiliated club of UK Gymnastics and will no longer be privy to the benefits of membership.
- 3.3.3.2. If a club's affiliation is terminated either under these rules for any reason, or they decide to terminate their affiliation prior to the end of the membership year, no part of the annual fee will be refunded unless decided otherwise by the executive board.
- 3.3.3.3. In the event a clubs affiliated status terminates the club shall
  - 3.3.3.3.1. Notify their members they are no longer affiliated with UK

Gymnastics

3.3.3.3.2. Cease using UK Gymnastics branding in both physical and digital format

3.3.3.4. Rule 3.3.3.3.2 will remain in effect to clubs after their affiliation has terminated.

3.3.3.5. Any club whose affiliation with UK Gymnastics has been terminated will no longer be privy to the benefits of membership.