

## RGA Terms and Conditions

Richmond Gymnastics Association is a private, non-profit making Gymnastics Club with charitable status. The terms and Conditions apply to all parents / guardians and members of the Association

### RGA Membership:

Membership is open to any person wishing to advance the objectives of the Association, subject to the approval of the Board of Trustees.

Members must agree to abide by the Associations' 'Terms and Conditions'

**Junior Members:** those who have not yet reached 18 years by the first day of September in the relevant financial year of the Association.

**Adult Members:** those over the age of 18 years who participate in the activities provided by the Association

**Honorary Members:** those persons whose activities on behalf of the Association are considered as worthy of special recognition.

- RGA Membership runs from 1st September to 31st August each year.
- Membership fees are set by the Board of Trustees.
- Membership fees are paid annually in advance and are not pro-rated based on date of joining:
- RGA membership fees do not include London Gymnastics affiliation, and this must be paid separately.

### BG Membership and Insurance:

- Gymnasts must hold British Gymnastics membership which includes insurance prior to starting classes
- BG membership and insurance must be arranged directly between British Gymnastics and the parent/ guardians/ members via the BG website- [www.british-gymnastics.org](http://www.british-gymnastics.org)
- Gymnasts must hold the correct membership depending on the class they are attending, and it is the parent's responsibility to ensure this is up to date.

### Enrolment:

- Parents / guardians / members must set up a 'membership account' via the RGA website, ensuring that it is accurate and kept up-to-date
- It is the parents / guardians / member's responsibility to ensure that the Association has the gymnast's current contact details, and emergency contact details
- It is the parents / guardians / member's responsibility to ensure that medical records are kept up-to-date
- It is the parents / guardians / member's responsibility to disclose any medical condition, allergies or disability
- The Association does not offer trial classes or "make-up sessions" for gymnasts due to capacity restrictions.

## Fees:

- Class fees are set by the Board of Trustees every June for the following gymnastics year (September to August)
- Pre-school and General Gymnastics class fees are paid each term in advance- invoices are normally sent out each half term.
- Squad fees are paid each block in advance- invoices are normally sent out 2 weeks before the end of the current block for the next block.
- Class places are guaranteed only upon receipt of payment by the payment deadline
- Squad gymnasts are only able to train upon receipt of payment by the payment deadline
- Members are invoiced in advance for termly or block fees.
- All fees are non-refundable.
- The RGA offers a sibling fee discount for second and subsequent children.
- The RGA offers special fee rates to parents in receipt of Income Support or on low income- application should be to the Office Manager via [rga@richmondgymnastics.co.uk](mailto:rga@richmondgymnastics.co.uk)
- No class fees shall be payable by Honorary Members, but RGA membership, LG affiliation & BG insurance is still required.
- The RGA does not offer trial classes apart from specific pre-school classes. (RGA reserves the right to decide which pre-school classes it offers trials for).
- The RGA does not offer make-up classes.

*NOTE: We do not accept payment via American Express and fees will be refunded if payment is made via this means.*

## RGA Kit:

- Participating Gymnasts at RGA must be dressed in RGA kit, which consists of RGA T shirt and shorts, or RGA leotard with or without shorts.
- Kit is compulsory for all RGA members- this includes all RGA satellite centres.
- Kit may be purchased directly from the manufacturer, via the RGA website.  
*Note: Any returns or issues should be addressed to the manufacturer.*
- It is a BG ruling that Gymnasts must not wear jewellery of any kind, including earrings.
- All hair must be tied up neatly to participate in an RGA class

## Prams, pushchairs, bicycles and scooters:

- A pram shelter and bicycle rack is provided outside the front entrance of the RGA centre
- Prams, pushchairs, bicycles and scooters are not permitted in the RGA centre building at any time due to Fire regulations.
- Staff have been asked to remove items that are brought into the RGA building in order to comply with the regulations.

### **Car Parking at the RGA Centre:**

- Parking is only allowed on RGA premises when your child is attending a gymnastics class
- Parking is only allowed in the designated and marked, parking bays in the RGA centre car-park.
- Additional parking spaces are provided at Putney Town Rowing Club, which is free to RGA members.
- Parents/ guardians / carers must not park, wait, or stop in the cross-hatch areas which are marked “KEEP CLEAR”
- Parents /guardians /carers must not park, wait or stop in front of the fire exits, or RGA centre front door.
- The RGA Car-Park is closed on Event Days.

(The RGA car-park is currently closed due to Building work- members will be advised when it re-opens.)

### **Car Parking at RGA Satellite Centres:**

#### **Car Parking at Collis School, TW11 9BS**

No onsite parking.

Parking available on the road outside the school.

#### **Car parking at St James’s Church, TW12 1DQ**

Limited onsite parking but ample parking on the street free of charge.

#### **Car Parking at Nelson School, TW2 7BU**

There is onsite parking at the front of the school.

Walk across the playground to access the building the gym is situated in.

Parents are not allowed to remain in the building to wait for their child.

#### **Car parking at Orleans School, TW1 3EN**

No onsite parking.

Local parking restrictions and parking bays. All the local roads are resident permit only.

Parents are not allowed to remain in the building to wait for their child.

#### **Car Parking at Grena Road Centre (Richmond Indoor bowls Club), TW9 1XS**

Resident only parking area, but there are also single yellow lines.

You may park on single yellow lines on Saturdays and Sundays, but not in front of resident’s driveways or on the pavement.

The road is not wide, so manoeuvring can be awkward and can cause hazards for other road users and residents.

We would suggest parking on Sheen Lane and walking as a more sensible option or taking public transport or cycling where possible.

Classes have 10 minutes breaks in between to ensure traffic congestion is kept to a minimum, but by taking your child to Grena Road classes, you are agreeing to be sensible and considerate when parking to drop off or pick up your child.

Parents are now allowed to remain in the building to wait for their child- please ensure you wait upstairs in the allocated area as it is very distracting and therefore, could be potentially dangerous if there are people downstairs.

### Car Parking at Queen's School, TW9 3HJ

No onsite parking.

Local parking restrictions and parking bays.

Parents are not allowed to remain in the building to wait for their child.

Parents access the gym by the side of the school building.

### Class Protocol:

- Aim to arrive 5 minutes before the start of class.
- Parents and children are not allowed to enter the gym at either the RGA centre or at a satellite centre unless asked to do so by a coach.
- All shoes and belongings must be left in the changing rooms.
- Shoes, bags or personal belongings are not allowed to be taken into the gym or left in the foyer at any time.
- Staff have been told to remove items from the gymnasium and put them in the changing rooms to comply with RGA's Health and Safety regulations.
- All children should be collected at the end of their class.
- Coaches will not allow children to leave the building unless under the supervision of their parent / guardian.

*Note: If you wish for someone other than you to collect your child you need to provide written authorisation*

## RGA Policies and Standards of Conduct:

Members must abide by the following RGA and BG policies and Standards of Conduct:

Failure to abide by these policies and standards will result in disciplinary action and may result in the withdrawal of RGA membership

Policies:

- Safeguarding & Protecting Children and Vulnerable Adults Policy
- Equality Policy
- Health & Safety Policy
- Disability Participation Policy
- Discrimination, Harassment, Bullying and Victimisation Policy
- Social Media Policy
- Complaints and Disciplinary Policy
- Standards of Conduct

**Standards of Conduct:** *see full Standards of Conduct Policy*

Members must not take any action or demonstrate behaviour that would bring the Association into disrepute

Members must not publish defamatory content in the media, or on social media, which abuses or criticises BG, LG or RGA

Parents / guardians /members must treat all coaches and staff with courtesy and respect

## Termination of membership

The Board of Trustees may withdraw the membership of Parents, Guardians or Members who do not comply with the RGA Terms and Conditions

The Board of Trustees may remove, from membership, any member acting in a manner contrary to the interests of the Association

The Board of Trustees may terminate the membership of any individual member whose membership fee or class fees have not be paid by the stipulated date.

September 2019