

## 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 (BoT).

Members must agree to abide by the Association's '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 worthy of special recognition.

- RGA Membership runs from 1<sup>st</sup> September to 31<sup>st</sup> August each year.
- Membership fees are set by the BoT.
- Membership fees are paid annually 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:

- Any child attending an RGA gymnastics class must be insured under British Gymnastics guidelines. British Gymnastics Community Insurance is a compulsory annual fee that we pay to British Gymnastics (BG) on your behalf when you join the club and renews every September. You will see this on your RGA account along with your class payment.

### Enrolment:

- Parents/Guardians/Adult Members must set up a [free membership account](#) via the RGA website, ensuring that it is accurate and kept up to date.
- It is the parent/guardian/adult member's responsibility to ensure that the Association has the gymnast's current contact details and emergency contact details.
- It is the parent/guardian/adult member's responsibility to ensure that medical records are kept up to date.
- It is the parent/guardian/adult member's responsibility to disclose any medical condition, allergies, or disability.
- RGA does not offer trial classes due to capacity reasons apart from specific pre-school classes (RGA reserves the right to decide which pre-school classes it offers trials for).

#### Fees:

- Class fees are set by the BoT every June for the following gymnastics year (September to August). These are reviewed on a termly basis and are subject to change.
- Pre-school and General Gymnastics class fees are paid termly in advance – invoices are normally sent out each half term.
- Squad fees are paid by direct debit.
- Class places are guaranteed only upon receipt of payment by the payment deadline.
- All fees are **non-refundable**.
- The RGA offers a sibling discount for second and subsequent children.
- The RGA offers a discount for enrolment of more than one class.
- The RGA offers special fee rates to parents in receipt of income support or on low income. Application should be made to the Office Manager via [rga@richmondgymnastics.co.uk](mailto:rga@richmondgymnastics.co.uk) with subject line: 'Special Rate'.
- No class fees shall be paid by Honorary Members, but RGA membership, London Gymnastics affiliation and BG insurance is still required.
- 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 short, or RGA leotard with or without shorts.
- Kit is compulsory for all RGA members – this includes all RGA satellite centres.
- Kit is purchased directly from the supplier, via the RGA website.  
*Note: Any returns or issues should be addressed to the supplier.*
- 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 shelter and bicycle rack are provided outside 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 by the BoT and Management Team (MT) to remove items that are brought into the RGA building and compromise the regulations.

#### Car Parking at the RGA Centre:

- Free parking is available a two minute walk away at Putney Rowing Club.
- **Parents/Guardians/Carers must NOT park, wait or stop in the road or in front of the RGA Centre which is clearly marked with double yellow lines.**

### Car Parking at RGA Satellite Centres:

#### St James's Church – TW12 1DQ

- Limited on-site parking but ample parking on the street free of charge.

#### Nelson School – TW2 7BU

- There is on-site parking at the front of the school.
- Walk across the playground to access the building that the gym is situated in.
- Parents are not allowed to remain in the building to wait for their child.

#### Orleans School – TW1 3EN

- No on-site 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.

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

#### King's School (previously Queen's) – 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:

- Please aim to arrive 5 minutes before the start of the class.
- Parents/Guardians must wait with their child until the start of class when the Coach takes gymnasts into the gym.
- Children **must not get changed in the RGA Centre Reception**, but in the changing rooms.
- Due to a lack of capacity and space, parents/guardians and children are not allowed to enter the gyms at the RGA centre or at satellite centres, unless asked to do so by a coach. Parent/guardians and children may wait in the upstairs café area at the RGA Centre.
- All shoes and personal belongings must be left in the changing rooms or a designated space.
- Any shoes or personal belongings not in the changing rooms or designated space will be placed in the changing rooms by staff members to comply with RGA's Health and Safety regulations.
- All children should be collected promptly at the end of their class.

- Coaches will not allow children to leave the building unless under the supervision of their parent/guardian.
- Children in Year 7+ will only be allowed to go home on their own if the parent/guardian has notified RGA of this in writing: [rga@richmondgymnastics.co.uk](mailto:rga@richmondgymnastics.co.uk)

*Note: If someone other than the child's parent/guardian needs to collect the child, written authorisation must be provided to the coach.*

#### **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 withdrawal of RGA membership.

Policies: [See all 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 & 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 BoT may withdraw the membership of parents, guardians or members who do not comply with RGA Terms and Conditions.

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

The BoT may terminate the membership of any individual member whose membership fee or class fees have not been paid by the stipulated deadline.

September 2024