



WEST DUNBARTONSHIRE **GYMNASTICS CLUB**

HANDBOOK 2025/26



WELCOME

On behalf of the committee we would like to welcome you to West Dunbartonshire Gymnastics Club. This handbook will provide you with all the information that you will need about the club.

The club has been established in order to provide gymnasts currently participating in recreational gymnastics with the opportunity to progress onto higher performance club gymnastics. Our gymnastics programme aims to allow each individual to progress at their own rate in learning all the necessary skills and confidence needed to reach their full potential as a gymnast. We also believe that our club will develop our gymnasts in wider skills such as respect, motivation and integrity supporting them throughout life.

We believe that all club members, parents and coaches all equally hold a commitment to the club and must be willing to obey by the club rules and codes of conduct. This commitment will make being a member or affiliate of the club enjoyable and worthwhile as progression is made much easier.

If you have any queries about the information in this hand book or if you would like to talk to someone regarding your involvement with the club please do not hesitate to contact one of the team.

Yours sincerely,

WDGC Trustee's

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Meet the Committee

- Lynn Poole
Chairperson & WDGC Board member
- Linda Hunter
Vice-Chair, Treasurer & WDGC Board member
- Cheryl Lappin
Board member
- Caroline Bowers
Safeguarding Officer & WDGC Board member
- Kirsty Horn
Board member
- Kay Wilson
Press of Minute
- Claire Fang
Safeguarding Officer
- Dagmara McIntosh
Lead Fundraising Officer
- Kirsty Ballantyne
Fundraising Officer
- Paula Drummond
General member
- Jacqueline Burrows
General member
- Rachel Bryson
General member
- Fiona Ross
General member

Meet the Coaches

- Luisa McFarlane
Club Manager, Rhythmic Level 3 coach, and Women's Artistic Level 2 coach
- Lynn Poole
Women's Artistic Level 3 Coach
- Olivia Brotherton
Women's Artistic Level 2 Coach
- Eilidh Mersey
Women's Artistic Level 2 Coach
- Lexy Kenhard
Women's Artistic Level 2 Coach
- Miranda Stitt
Women's Artistic Level 2 Coach and Pre-school qualified
- Rebeka Black
Women's Artistic Level 1 Coach
- Kirsty Horn
Women's Artistic Level 1 Coach, Rhythmic Level 1 Coach and Ballet Instructor
- Honor Graham
Women's Artistic Level 1 Coach
- Sophie Thomson
Women's Artistic Level 1 Coach
- Eilidh Thomson
Women's Artistic Level 1 Coach
- Kaye McElroy
Women's Artistic Level 1 Coach and pre-school qualified
- Ellen Traynor
Women's Artistic Level 1 Coach
- Lily Bowers
Women's Artistic Level 1 Coach
- Lacey Morrison
Women's Artistic Level 1 Coach
- Katie Gordon
Women's Artistic Level 1 Coach
- Isla Robertson
Women's Artistic Level 1 Coach

Our coaches are supported by our volunteer/trainee coaches age 14y and over.

FEES AND ASSOCIATED COSTS

Class options

General Skills

Advanced Skills

Tumble Skills

Women's Artistic 2 piece floor & vault competitive squad

Women's Artistic 4 piece improvers and advanced squad

Active members must attend a minimum of 1 skills class per week. Those in competitive squads, training hours are specified below.

NOTE: Alongside block fees we will also be collecting the following fees:

Club membership fee

£40 (annual)

British Gymnastics Affiliation fees (per preschool gymnast)

£18 (annual)

British Gymnastics Affiliation fees (per recreational gymnast)

£25 (annual)

British Gymnastics Affiliation fees (per competitive gymnast)

£60 (annual)

Class Fees

As of 1st January 2026

1 child	Paymt per mth
Pre-school/P1 Session	£25.00
Recreational 1.5h per week – 1 Class	£40.00
Recreational 3h per week – 2 Classes	£55.00
Recreational 4.5h per week – 3 Classes	£70.00
Floor & V Squad – 4 hours	£65.00
Floor & Vault Squad – 5 hours	£70.00
Floor & Vault Squad – 6 hours	£75.00
WA 4 Piece Improvers	£90.00
WA 4 Piece Advanced	£130.00

Training Schedule

Day & Time					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4pm-6pm WA F&V	9.30am-10.15am Roll & Rise(18-36 months)	4pm-5pm Pre-school Gym (4 years plus)	9.30am-10.15am Roll & Rise(18-36 months)	4pm-5pm Pre-school Gym	9am-1.30pm WA 4 Piece Advanced
4pm-5.30pm GS(5-7 years)	10.30am-11.15am Balance & Beyond(3-4 years)	4pm - 6.30pm WA F&V	10.30am-11.15am Balance & Beyond(3-4 years)	4pm-5pm P1/2 Gymnastics	10.30am-1.30pm WA F&V
5pm-6pm P1/2 Gymnastics	4pm-5.30pm GS(5-7 years)	5pm-6.30pm GS/AS(5-7 years)	4pm-5pm Pre-school Gym (4 years plus)	5pm-8.30pm WA F&V	10.30am-12pm GS/AS(5 years plus)
5.30pm-8.30pm WA 4 Piece Improver	5pm-7pm WA F&V	5pm-7pm WA F&V	5pm-6.30pm GS(5-7 years)	5pm-6.30pm GS(5-7 years)	12pm-1.30pm TS (5 years plus)
5.30pm-7pm AS(8 years plus)	5.30pm-7pm AS(8 years plus)	5.30pm-8.30pm WA 4 Piece Improvers	6.30pm-8pm AS(8 years plus)	5.30pm-8.30pm WA 4 Piece Improve	1.45pm-2.45pm ASN Gym
6pm - 8.30pm WA F&V O12s	5.30pm-7pm GS/AS (5 years plus)	6.30pm-8pm AS(8 years plus)	6.30pm-8pm Boys Only (5 years plus)	6.30pm-8pm TS (5 years plus)	
	6pm-9pm WA 4 Piece Advanced	6pm-9pm WA 4 Piece Advanced	7pm-8.30pm TS(11 years plus)	6.30pm-8pm AS(8 years plus)	
	7pm-8.30pm TS (5 years plus)	6.30pm - 8.30pm WA F&V O12s			

Venue: West Dunbartonshire Activity Centre, 73 Ardoch Crescent, Dumbarton, G82 9EN

CLUB FORMAT

West Dunbartonshire Gymnastics Club classes take place on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday. Below are descriptions of each session

Pre-school: The children will experience a fully planned and delivered session by our experienced coaching team, focusing on pre-school gymnastics. Learning the basics of the sport in order to prepare them for gymnastics sessions when they turn 5.

Primary 1 Gymnastics: Our Primary 1 gymnastics sessions are designed to be fun and engaging, focusing on developing fundamental movement skills, coordination, and body control in a safe environment.

General Skills: Gymnasts will be working to develop all aspects of their gymnastics including strength, flexibility, skills on floor, beam, bars, vault and tumble. They will be working to our own levels system starting at level 1 – level 4.

Advanced Skills: For gymnasts who have completed the general skills levels and those who want to work on a variety of skills and apparatus. Gymnasts will be working on the same elements as General skills only now level 5-8. This will be more challenging for the gymnast.

Tumble Skills: Developing fundamental tumble skills including round off, back flip, front tuck somersault, back tuck somersault. Gymnasts will also learn how to connect the skills together to create a tumble run.

Women's Artistic 2 piece Floor & Vault Competition squad: Gymnasts will train towards attending regional and national floor and vault competitions in Scotland. Gymnasts will have to attend a minimum of 3 competitions per year to be part of the squad. Gymnasts will also develop skills on beam and bars. Gymnasts will follow the Scottish Gymnastics Floor & Vault criteria to prepare them for competition.

WA 4 piece squad: Gymnasts will train towards regional and national competitions in Scotland. Gymnasts will work through the NDP programme(grades) preparation, development and performance grades. Classic challenge(voluntaries) the levels are Tin, Zinc, Copper, Bronze, Silver and Gold. Gymnasts will develop skills on bars, beam, floor, vault and range and conditioning.

Please Note: Classes are aimed at club level performance and individuals should expect to feel physically challenged when participating in these classes.

All members joining the club will start with general/advanced skills and tumble skills classes.
There is opportunity to progress into competitive squads. Competitive squads are invitation only based on talent spotting by our coaches. Taking into consideration attendance, attitude and work ethic.
You will be notified by the coach and an email from the development coordinator regarding a trial will follow up.

PAYMENT DETAILS

All payment should be made by BACs to the following account:
Account No: 17172060 Sort Code: 80-22-60

When making payment, please reference your child's name.

15% sibling discount for parents with two or more gymnasts. % will be taken from the total fees.

15% discount for active committee members. & will be taken from the total fees.

We please request that you set up a standing order for your child on the 1st or the 15th of each month.

Please note if the payment hasn't reached our bank by then, it will incur a late fee penalty of £10.

If you wish to cancel your child's session/s with us, you must provide us with 30 days notice via email to westdunbartonshiregc@gmail.com

Club Uniform and Merchandise

All gymnasts must have a club training leotard. All additional merchandise is optional. If your child attends competitions, a competitive leotard must be purchased for them to compete. Please see price costs below:

Item	Cost
Training Leotard	£37
Competitive Leotard	£80-£100
T shirt	£10
Zipped hoodie	£18 child/ £22 adult
Hoodie without zip	£15 child/ £17 adult

Merchandise can be purchase by visiting the club shop at <https://forms.gle/XEQBGcYUw9G4T1Qc6>
For tracksuits, bags and other merchandise please visit [WDGC – MyGymnast](#)

CODES OF CONDUCT

The code of conduct outlines the standards and behaviours that are expected of all gymnasts, coaches and parents who are associated with the club. It has been created to ensure that everyone can experience a safe, welcoming and friendly environment.

The code of conduct should be followed by all when in the gym during weekly classes and when representing the club at external events such as competitions.

Club Members

All members should:

- Be polite and respectful to coaches, parents and other gymnasts and respect their decisions.
- Be well behaved at all times.
- Be punctual in attendance to training and competitions.
- Respect the gym equipment
- Do not use inappropriate language.
- Remain in the gym unless you are given permission to leave.
- Remove all jewellery and body piercing at training and competitions.
- Make sure all long hair is tied back.
- Ensure coaches are aware of any injuries or allergies.
- Wear appropriate clothing for participating.
- Do not chew gum during sessions.
- All mobile phones and electronic devices must be switched off during sessions.
- Try your hardest at all times with a positive attitude.
- Do not publicly criticise fellow gymnasts, coaches or helpers in relation to ability, ethnic background or religion – understand others right to membership.
- Should not request to add or follow coaching staff on any form of social media.
- Bullying of any sort will not be tolerated, if this is highlighted we will manage the situation by following our disciplinary procedures.

Coaches

All coaches should:

- Abide by the Scottish Gymnastics Associations Child Protection and Equity policies and the Code of Practice for Coaches and Officials.
- Apply the code of conduct in an equitable manner at all times.
- Consider the well being and safety of participants before the performance at all times.
- Endeavour to establish good communication with the club, officials and parents for the benefit of all.
- Have an up to date disclosure or be a member of the PVG Scheme and hold valid qualifications and insurance cover.
- Develop an appropriate working relationship with members and parents based on trust and respect.
- Promote safe practices and training environment for participation.
- Ensure the equipment in use meets the correct safety standard and is appropriate for the participating age group.
- Avoid favouritism at all times.

- Appropriate clothing must be worn for coaching and jewellery must not be worn.
- Portray appropriate behaviour in relation to the use of appropriate language, switching off mobile phones and electronic devises.
- Promote the positive aspects of the sport and never demean a child for poor performance or mistakes.
- Are prohibited from sending a friend request or requesting to follow any member or their parents/ siblings on any form of social media.

Parents

All parents should:

- Treat all coaches, parents and gymnasts with respect.
- Pay any fees for training, competitions, and other associated fees promptly.
- Project a positive image of the club at all times.
- Always collect your child promptly at end of sessions.
- Keep the club informed if your child cannot attend a session.
- Always ensure your child is dressed appropriately for the activity.
- Support club activities whenever possible.
- Use correct and proper language at all times.
- Help your child recognise good performance, not just good results.
- Ensure your child understands and abides by the code of conduct.
- Ensure your child attends sessions on time and only misses sessions due to understandable circumstances or events.
- Never punish a child for poor performance or making a mistake – support your child's involvement.
- Should not request to add or follow coaching staff on any form of social media.
- Prohibited from taking photography during sessions of any child unless authorised by the club, the gymnasts in the photo and their parent/ guardian.
- Prohibited from uploading pictures onto any social media of any child with the exception of their own, unless they have consent from the child, their parent and the club.

POLICIES AND PROCEDURES

West Dunbartonshire Gymnastics Club fully endorses Scottish Gymnastics Equity Policy, Child Wellbeing and Protection Policy, and Disciplinary Code of Practice and Safe Recruitment. For more information on these policies please visit the Scottish Gymnastics website online at - <http://www.scottishgymnastics.org/>.

First Aid and Emergency Procedures

West Dunbartonshire Gymnastics Club will ensure the safety of all its members during all training and events. In the rare occasion of an accident/injury the Club will follow the First Aid and Emergency Procedures which are set by Scottish Gymnastics. In the event of an injury we will obey the following rules

- At least one member of staff on the premises will be qualified in first aid to the correct level (West Dumbarton Activity Centre)
- A first aid kit will be available at all sessions.
- The club will keep a record (up to 3 years) of accidents/injuries of gymnasts in an accident book.

In the event of an injury at training coaches must

- Seek first aid from coaches or centre staff
- Complete an accident report form, then pass onto our Safeguarding Officer
- Inform the child's parents of any injury and action taken:
 - at the end of the session (small injuries)
 - immediately (serious injuries)
- Access to a telephone must always be available in case emergency services are required

In event of an injury at a competition

At all competitions the organiser (Scottish Gymnastics) will ensure that first aid provision is in place in all circumstances. The club will ensure emergency contact details are taken in case of an incident taking place while attending outside events/competitions. The club will also ensure a copy of the accident report is kept in club records and copy given to the parent.

Emergency Procedures in the event of a fire

All coaches must ensure they are familiar with the emergency procedures for the venue (West Dumbarton Activity Centre) where training takes place and the competition venue when attending competitions. Coaches are responsible for taking a register at each event ensuring all gymnasts are accounted for in an emergency.

Behaviour during club training sessions and competitions

West Dunbartonshire Gymnastics club, as a family and fun orientated club, expect that all our members (coaches, volunteers, gymnasts, parents etc) behave in a professional and appropriate manner at all times whilst associated with the club. This expectation is carried through all club training, any competitions / events we take part in or in any fundraising events / meetings that the club attends. Any member of our club who behaves in an inappropriate manner will be subject to the procedures below for the associated category of member:

Procedure for Inappropriate Behaviour Shown by Gymnast

- ❖ If a coach feels a gymnast has displayed inappropriate behaviour they will be given a verbal warning. They will have two chances of a verbal warning. On the third occasion of inappropriate behaviour the gymnast will be asked to sit at the side of the session for a length of time deemed appropriate by the coach. The coach is responsible for explaining to the gymnast why they have been told to sit out.
- ❖ At the end of the class the appropriate coach will inform the parent as to why the gymnast was asked to sit out of the session. Parents will be given the chance to discuss their child's behaviour with the appropriate coach and head coach.
- ❖ The coaching team will try to resolve any difficulties by developing joint strategies with parents/guardians concerned.
- ❖ Should the coaching team be of the opinion that there has been no improvement in a gymnast's behaviour then this will be reported to Club committee and Safeguarding officer who will agree with the coaching team on an appropriate course of action.
- ❖ The final decision to remove a gymnast from the club altogether can only be taken by the SO, Head Coach and Committee of the club.

WDGC Complaints procedure

Step One – Making a complaint:

Any complaint must be made in writing and must contain specific details including dates and times, the issue and names of any witnesses. This can be completed by letter or email.

- ❖ Complaints surrounding bad practice or safeguarding should be addressed to the Safeguarding Officer (SO). Caroline Bowers and Claire Fang at safeguarding.wdgc@gmail.com
- ❖ Complaints not connected with bad practice/child welfare should be directed to the chairperson/club secretary
- ❖ Written documentation should be sent to the following address:
FAO West Dunbartonshire GC
West Dunbarton Activity Centre
73 Ardoch Crescent
Dumbarton

Email: westdunbartonshiregc@gmail.com

Step Two – Responding to a complaint:

- ❖ The SO will respond to the complainant within 7 working days, acknowledging receipt of the letter, explaining the process and confirm the timescales which will be followed
- ❖ Gather evidence: The SO will arrange to interview all those involved in the complaint. A list of questions specific to the complaint should be compiled and should be adhered to.
- ❖ Responses to the questions will be recorded and the witness will then be given the notes to read, agree as a true record, sign, and date.
- ❖ Arrange to meet with the person against whom the complaint is being made, a copy of the complaint along with the evidence should be provided. He/she will be asked to comment and all details of the interview will be recorded, agreed signed and dated.

Note: Interviews should be conducted in an objective and fair manner giving all parties an opportunity to respond to an allegation.

Step Three: - Review evidence:

- ❖ All correspondence and evidence will then be considered either by the SO and one other or by an independent person from outwith the club.

Step Four – The decision:

Example: complaint against a coach - **minor breach** of club rules or poor practice:

- ❖ An interview will be conducted with the coach to go over the code of practice and expected standards of behaviour.
- ❖ A caution or warning as to future conduct should be issued.
- ❖ The interview will be recorded and kept on file.
- ❖ The decision made and the action taken shall be notified in writing to all interested parties

WDGC Safeguarding Policy**Contact information**

safeguarding.wdgc@gmail.com

Scottish Gymnastics:

Scottish Gymnastics Confidential Email - safegym@scottishgymnastics.org

General Information

West Dunbartonshire Gymnastics acknowledges the duty of care to safeguard and promote the welfare of children, vulnerable adults and coaches, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Scottish Gymnastics requirements.

The Club recognises that the welfare and interests of children are paramount in all circumstances.

The Safeguarding Officer will:

- regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, ensure all children have a positive and enjoyable experience of Gymnastics in a safe and child centred environment.
- As part of our safeguarding policy West Dunbartonshire Gymnastics will promote and prioritise the safety and wellbeing of children and young people and ensure children and young people are protected from abuse whilst participating in Gymnastics or to the best of our control out with the sport
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and that all relevant people are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Prevent the employment of unsuitable individuals within the Club
- Ensure robust safeguarding arrangements and procedures are in operation.

The Safeguarding policy and procedures is mandatory for everyone involved in West Dunbartonshire Gymnastics. Any failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the Club. Monitoring the policy will be reviewed accordingly when advised by the national governing body, Scottish Gymnastics.

scottishgymnastics.org/safe-sport

#BETHECHANGE

SAFE & FAIR SPORT

SEE SOMETHING SAY SOMETHING

If you have a concern, or see something that worries you, please tell us

Contact our safeguarding officer or scan the QR code

WDGC Safeguarding officers are:
Caroline Bowers and/or
Claire Fang

Contact via: safeguarding.wdgc@gmail.com

You can also email Scottish Gymnastics wellbeing and safe sport team confidentially at safegym@scottishgymnastics.org

What to do if you have a safeguarding concern?

1. Notify the safeguarding officer as soon as possible. See above poster for details.
2. Complete the required incident report form and submit to the Safeguarding officer (forms can be found in all registers or via the QR code above)
3. The safeguarding officer will deal with the matter accordingly and may contact Scottish Gymnastics for further information
4. If the matter cannot be resolved within the club, Scottish Gymnastics will support and manage the matter in order for it to be resolved accordingly
5. All safeguarding incidents and other supporting documents will be kept confidential

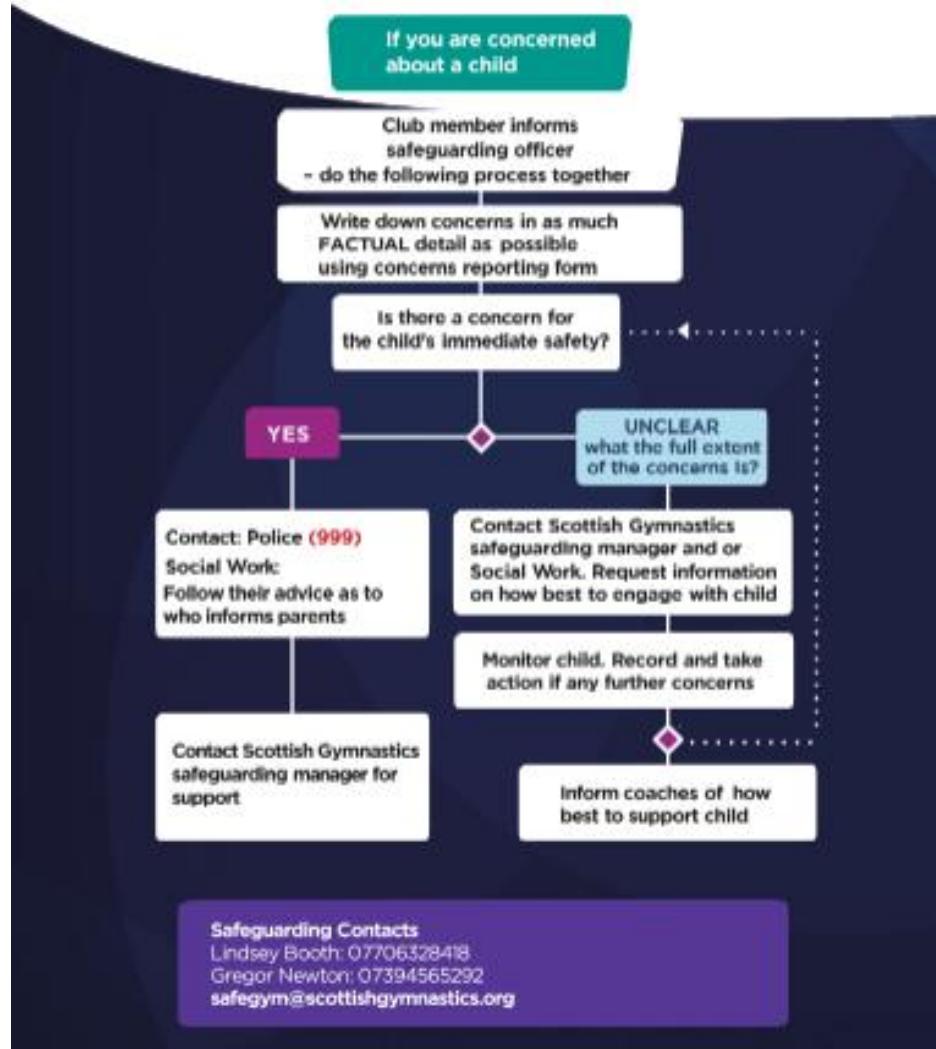
Safeguarding and protecting gymnasts and coaches within our club is **EVERYONE'S** responsibility.

See something - Say something

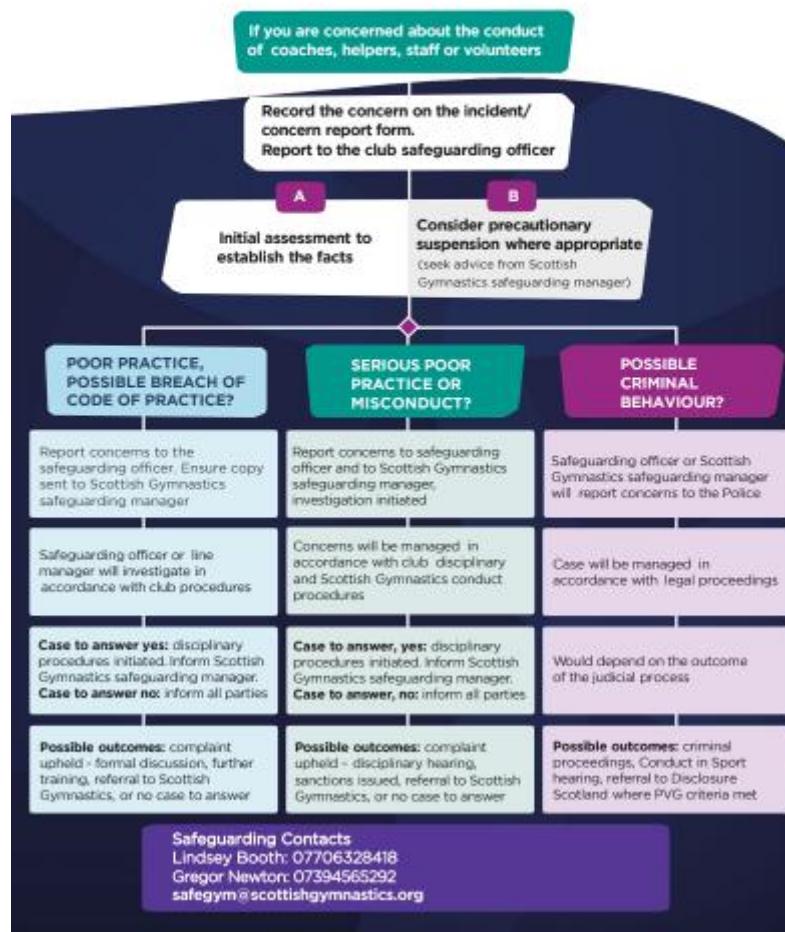
#bethechange



CHILD CONCERN FLOW CHART



COACH COMPLAINT FLOW CHART



The links below will lead you to the Scottish Gymnastics website to provide further information on policies and procedures in gymnastics.

Scottish Gymnastics Child Wellbeing & Protection Policy May 2022 [Scottish-Gymnastics-Child-wellbeing-and-protection-policy-guidance_May-2022.pdf](https://www.scottishgymnastics.org.uk/child-wellbeing-and-protection-policy-guidance-may-2022.pdf)

Scottish Gymnastics Anti-Bullying Policy and Guidance [Scottish-Gymnastics-Anti-Bullying-Policy.pdf](https://www.scottishgymnastics.org.uk/anti-bullying-policy.pdf)
Scottish Gymnastics Code of Practice for Coaches and Officials [2019_CodeofPractice_Digital-pdf.pdf](https://www.scottishgymnastics.org.uk/2019-code-of-practice-digital-pdf.pdf)

Scottish Gymnastics Policies and Procedures [Gymnastics - Scottish Gymnastics](https://www.scottishgymnastics.org.uk/gymnastics-scottish-gymnastics)

WDGC Arrival Policy

The safety and wellbeing of all the children is of paramount importance to West Dunbartonshire gymnastics club. It is also expected that parents and carers of the children within the club share in the overall duty of care and responsibility for the safety and security of the children at our club. On arrival at the club, it's the parents/ guardians/ carers responsibility to ensure the club member is taken through to the sports hall. Coaches are not responsible for the child until they are signed in to the club by register. Coach responsibility will commence at the time the sessions is scheduled for. Any additional training sessions, the policy will apply according to the training venue, start and finish time.

WDGC Sign out Policy

At the end of a training session, WDGC are responsible for ensuring your child leaves each session with a responsible adult. Your child's coach will sign out your child at the end of each session.

WDGC Abandon Child Policy

WDGC have a responsibility to your child's care within the training sessions, with that being said in the event of a child being left at the end of a training session without a responsible adult to collect them, the following steps will be executed:

1. After 15 minutes of being uncollected, parent/ guardian will be contacted on the emergency numbers given to the club
2. After 30 minutes of being uncollected, the police will be contacted to raise awareness of the situation
3. After 45 minutes, if there has been no correspondence or the child has still not been collected by the parent/ guardian or responsible adult the police will be contacted and the club will legally transfer the child over to the police

By law, the club can only transfer legal care of a child to the police, social services or their parent/ guardian/ carer. Our coaching team and any other club representative must comply with the above policy.

Privacy Policy

West Dunbartonshire Gymnastics Club (WDGC) takes your privacy seriously. We are a "controller" of the personal information that you provide to us and this privacy policy sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

What we need from you

When you register as a member of WDGC or renew your membership (including if you are registering or renewing on behalf of a young person aged 18 or under), or you become a volunteer with WDGC, we will ask you for some or all of the following personal information:

- Contact details – e.g. name, address, email address and phone number;
- Date of birth – to calculate eligibility for events;
- Equality information – disability (if any) and gender identity; and
- Safety and emergency details – e.g. emergency contact information, relevant medical conditions, GP surgery details

If you do not provide us with all the personal information that we need this may affect our ability to offer you membership services and benefits or, in respect of volunteers, to allow you to volunteer.

Why we need your personal information – contractual purposes

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- provide you with core member services, including voting; and
- send you membership communications by post or email in relation to essential membership services, including but not limited to, general meeting notices, membership renewals and membership fees information.

If you do not provide us with all the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Why we need your personal information – legitimate purposes

We also process our members' and volunteers' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in the sport of gymnastics by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed, and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- provide competition in the sport of gymnastics by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- develop and maintain our coaches' and other volunteers' qualifications, including sending email communications to volunteers to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements;
- in respect of medical information of any kind (including mental or physical), facilitate communication with gymnasts, tailor coaching styles, provide an understanding of gymnast behaviour in certain circumstances and to be able to react appropriately in the event of medical emergencies; and
- respond to and communicate with members/volunteers regarding your questions, comments, support needs or complaints, concerns or allegations in relation to the sport of gymnastics. We will use your personal information to investigate your complaint, suspend membership and take disciplinary action where appropriate.

In respect of volunteers, we will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG

certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on safeguarding.wdgc@outlook.com. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member or volunteer.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our coaches and other volunteers for the purposes of complying with our obligations under the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and other volunteers are able to undertake regulated work with children and vulnerable adults.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

As an affiliated club of British Gymnastics we are required to ensure that all our members and volunteers are members of British Gymnastics as a condition of affiliation. We will share your personal information with Scottish Gymnastics who will become a controller of your personal information when they receive it. Scottish Gymnastics privacy notice explains how they use your personal information and can be accessed here:

<https://www.scottishgymnastics.org/privacy>

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Scottish and/or British Gymnastics for promotional and/or journalistic purposes.

We publish the results of competitions on our closed FB page and Instagram and by email. This includes competitors' name, age and result.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

How we protect your personal information

Your personal information is accessed by our Chairperson, Development Coordinator, Vice-Chairperson, Membership Secretary, Secretary, Treasurer, Head Coach, Coaches and others only for the purposes set out above. It is stored on web storage systems which have Privacy Shield certification, and in paper and electronic records maintained by the Membership Secretary and Development Coordinator. Electronic data is protected by password-controlled systems, and paper records are held securely away from the club premises.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for six years.

Your rights

You can exercise any of the following rights by writing to us at westdunbartonshiregc@gmail.com

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by WDGC will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk.

CONSENT

I agree to my child _____ taking part in all gymnastics related activities and the use of all apparatus including trampoline with West Dunbartonshire Gymnastics Club. I understand that the Club is only responsible for the supervision of my child during the stated training times.

I confirm that my child is physically fit and healthy and I will advise the club of any change. I consider him/ her capable of taking part in gymnastics and have completed all sections above accurately. In the event of any illness / accident any necessary treatment can be administered. If surgery is included this may include the use of anaesthetics. I confirm that I have read and signed the code of conduct (with my child) and I understand and agree to abide by the rules of the club.

In signing this agreement I declare I am aware of the element of risk involved and while I accept that the coaches and personnel will take precaution to prevent accidents, I understand that they may not be held responsible for loss, damage or injury suffered by my child.

I have read and understand the privacy policy. I consent that West Dunbartonshire Gymnastics Club can store and use my/ my child's details for reasons stated in the above privacy policy.

PRINT NAME (Parent/Guardian) _____

SIGNATURE (Parent/Guardian) _____

DATE _____

Photograph, advertisement and social media consent

In accordance with Scottish Gymnastics Safeguarding Policy and Procedures, where possible, we will not permit photographs, film video or other images of children to be taken or used without the consent of the child and their parent/guardian.

Publicity and social media is now part of everyday life. Occasionally we may have the press involved with the promotion of the club. (Please note pictures taken will be used for promoting the club through newsletters, advertising and social media)

I, the parent/guardian of _____ consent to West Dunbartonshire Gymnastics Club photographing, filming or videoing my child's involvement in Gymnastics Club training and competitions. This may be used to publicly promote West Dunbartonshire Gymnastics Club through the use of social media.

PRINT NAME (Parent/Guardian) _____

SIGNATURE (Parent/Guardian) _____ DATE _____

PRINT NAME(CHILD) _____

SIGNATURE (CHILD) _____ DATE _____