

HELPFUL CHECKLIST

Introducing our helpful checklist designed to ensure you're fully prepared and ready to go. This checklist is crucial for all clubs to follow, as it covers essential steps to create and maintain a safe and supportive environment for both gymnasts and coaches. By adhering to these guidelines, you can ensure that your club operates smoothly and upholds the highest standards of safety and excellence.

- Club Affiliated** It is essential to secure your club affiliation to access IGA support, insurance coverage, and the full range of benefits we offer. Without this affiliation, you will not be able to take advantage of these resources.
- Add Club Logo & Check Details** Upload your club's logo and verify that all information is accurate, as it has been extracted from your registration form.
- Add Coaches** Coaches need to create their own profiles, input their qualifications and credentials, and link their profiles to your club using the "Find My Club" feature.
- Add Gymnasts** Parents need to create their child's own profiles signing up in their child's name and link their profiles to your club using the "Find My Club" feature.

SAFEGUARDING CHECKLIST

- Awareness of Welfare Officer** It's crucial for your members to know whom to contact with any concerns. You can download our poster, which is available on the Insight Hub, to provide this information.
- Non-Conflicted Welfare Officer** It's crucial for your club that your Welfare Officer is someone who holds no conflict of interest. This must be a non-connected member who is not a coach or club administrator.
- Accident Book** Every club must maintain an accident reporting book. Any accidents requiring A&E care must be reported to us and Marsh Sport immediately following the incident.
- Safeguarding Course** We recommend that all coaches complete a safeguarding in sport course. This training equips coaches with the knowledge and confidence needed to ensure the safety of participants.
- First Aid Course** We recommend that all coaches complete a First Aid in sport course. This training equips coaches with the knowledge and confidence needed to ensure the safety of participants.
- DBS** It is essential that all coaches aged 16 and over have an up-to-date DBS check. We use First Advantage for this process, and further information is available on our website under the Safe Sport section.

IMPORTANT THINGS TO REMEMBER:

- Level 2 Coach** Every club must have a Level 2 coach, aged 18 or older, overseeing all classes. This coach must hold a Level 2 qualification in the specific discipline they intend to teach. Is this covered every session?
- Level 1 Coach** A Level 1 coach can assist under the supervision of a Level 2 coach but should not teach beyond their certification level, except for training purposes.
- 14 - 16 years** If you have a coach aged 14 to 16, it's essential to contact your local authorities to review their regulations regarding volunteering or working at your club.
- Gym Safety** It's essential to prioritise safety in your club by carefully managing parent drop-offs and collections, as well as ensuring venue health and safety compliance. Is your club safe to open?