

Pinetown  
Gymnastics



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## PERSONNEL POLICY MANUAL

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## 1. PERIOD

1.1 This POLICY MANUAL is dated February 2007 and replaces all previous guidelines/manuals and will be in force until amended by the Management Committee of the Pinetown Gymnastics Club.

1.2 Should you have signed a contract with the Club this Manual will be in addition to any other specific duties you may have been allocated.

## 2. PURPOSE

2.1 A personnel policy manual is a compilation of all facets of the Club which provides information and guidance to staff/coaches in operational procedures and policies. For example: -

2.2.1 Standardization: Written policies and procedures contribute to following specific steps to complete a task. This becomes the accepted and standard way of doing things, reducing error.

2.2.2 Orienting new Staff/Coaches: A manual is useful in providing new employees with the information necessary to assist them in performing their duties. Further employees can refer back to manual for clarification of specific issues.

2.2.3 Disseminating the Club Philosophy: This manual will contain information concerning the goals and objectives of the Club.

2.2.4 Management Control: The manual can serve as the basis for how people should operate within the Club structure and give management the necessary control over the personnel to insure high standards are maintained.

## 3. MISSION STATEMENT/OBJECTIVES of PINETOWN GYMNASTICS CLUB

3.1 Advance, promote and improve gymnastics in all its facets in the Club.

3.2 Affiliate to and co-operate with the KwaZulu-Natal Gymnastics Union.

3.3 Select and train teams to represent the Club in displays and competitions.

3.4 Put in place programs which will ensure that the club membership is representative of the demographics of the country

3.4 Major programs as follows: -

3.4.1 Mother and Child - "Mom&Me"

3.4.2 Pre-School - "Tumble Tots" "Tumble Weeds" & "Jumping Jacks"

3.4.3 "Gym Cubs" & "Gym Stars" Beginner and Novice

3.4.4 Levels program

3.4.5 Olympic & Junior Olympic program

3.4.6 Tumbling & Trampoline

#### 4. STAFF / COACH ORGANISATION

4.1 The correct Club organizational structure is an addendum to this manual. In brief as follows: -

4.1.1 Management Committee - Elected at AGM by Members (ie. Parent Body).

4.1.2 Manager - Employed by the Management Committee and responsible for the day to day running of the Club and any other duties as the Committee may deem necessary.

4.1.3 Head Coaches - Coaches who are responsible for the overall gymnastic programs of all the sections/programs/classes.

4.1.4 Section Leaders - Coaches who are responsible for the programs relating to a specific section of the overall program i.e. Beginner , Levels etc..

4.1.5 Coaches - Staff members who are assigned to specific classes/groups of gymnasts.

#### 5. DRESS/PERSONAL IMAGE

5.1 We would like to create a "professional" image - your personal appearance is a direct reflection of you and the Club - although we do not always have the finance to provide you with a full set of "kit" we ask you to adhere to the following: -

5.1.2 Always wear a staff shirt

5.1.3 Other clothing of a sports nature i.e.

5.1.4 White or Black shorts or other suitable color/design

5.1.5 White or Black tracksuit longs or other suitable color/design

5.1.6 Club tracksuit (best of all!)

5.1.7 Sports or Gym Shoes

5.2 Some "Do Nots"

5.2.1 Do Not wear jeans during coaching

5.2.2 Do Not wear normal "Street clothes" for coaching

5.2.3 Do Not wear "Offensive" slogans (sexual, political or religious).

#### 6. PUNCTUALITY

6.1 We expect all staff members to be punctual for any Club activity.

6.1.1 Start your class at the allotted time

6.1.2 End your class at the allotted time

6.1.3 Arrive early to check equipment set up or to prepare for your class (10 minutes is good)

## 7. COACHING RESPONSIBILITIES

### 7.1 The following procedures are to be adhered to:-

7.1.1 Be in control of your class AT ALL TIMES. This includes toilet/water breaks and movement between apparatus. If for some reason you have to leave the class (attend to an injury, etc.) SPECIFIC instructions must be given as to what the class must do in your absence - if at all possible another coach must be called to supervise any activity.

7.1.2 Prepare your lesson plan beforehand (in conjunction with your section leader) and work to it.

7.1.3 Work to the master program of the gym - respect other classes who are dependent on your changes.

7.1.4 Be considerate of other groups - replace equipment to its correct place, remove special set ups, etc..

7.1.5 To be an effective coach you need to be close to your class/gymnast so that you may spot and communicate. Instruct with enthusiasm - every class should think that they are your "favorite" group.

7.1.6 Maintain an "active" teaching posture . Sitting (or lying !!) down renders you unable to give emergency assistance. Also , the children may follow your lead !!

7.1.7 Ensure that all notices are handed out on time and if necessary replies are followed up.

7.1.8 Reports are completed and checked by your section leader and then handed out when due.

7.1.9 Attendance registers are to be completed for every class and handed in to your section leader at month end.

7.1.10 Discipline - no corporal punishment is allowed. Any punishment that is deemed necessary should be styled to suit the gymnast e.g. Novice gymnast 20 sit ups etc.. Sitting out of the class for severe behavioral problems may be necessary but bear in mind if a gymnast sits out of the class he/she cannot learn anything.

7.1.11 Should a discipline/behavioral problem be recurring consult your section leader for/or contact with the parents.

## 8. SECTION LEADERS RESPONSIBILITIES

8.1 Apart from normal coaching duties (if any) the section leaders will see to the smooth running of all facets of their allotted section - in particular: -

- 8.1.1 Set or Assist with compiling the basic year program
- 8.1.2 Set or Assist with compiling the basic term program
- 8.1.3 Control and advise with the compilation of lesson plans
- 8.1.4 Monitor attendance registers
- 8.1.5 Monitor progress reports
- 8.1.6 Monitor Competition entries/Badge & Award testing
- 8.1.7 Follow up resignations
- 8.1.8 Follow up absenteeism

- 8.1.9 Monitor coaches progress
- 8.1.10 Handle parent liaison
- 8.1.11 Liaise with head coach and manager

## 9. HEAD COACH RESPONSIBILITIES

9.1 Apart from normal coaching duties (if any) the head coach will be responsible for the smooth running and development of the boys and girls programs respectively. In particular: -

- 9.1.1 Assist and Monitor section leaders
- 9.1.2 Plan overall year program
- 9.1.3 Keep abreast of latest developments - implementation?
- 9.1.4 Handle parent liaison
- 9.1.5 Motivate for new equipment /training aids
- 9.1.6 Liaise with manager and Management Committee

## 10. 1st DAY PROCEDURE

10.1 A new gymnasts first day in the gym will often be a whole new experience to the child - we need to be aware of this and act accordingly.

10.2 ENSURE that the parent has filled out and signed the application for membership and indemnity for BEFORE the child enters the gym.

10.3 Office staff/Section leader to take the child to his/her coach and introduce them and to make them feel welcome.

10.4 Class coach to remember that the gymnast is new and may not know all the "ins and outs" of a gym class - this also applies if a gymnast moves to another class.

10.5 Be sure to mention all the safety aspects of the gym i.e. -

- 10.5.1 Pit
- 10.5.2 Trampoline/Mini tramp
- 10.5.3 Movement around the gym
- 10.5.4 Landing technique
- 10.5.5 Make sure they know where the toilets are
- 10.5.6 After the class ask them how they enjoyed it and tell them you will see them next week/class etc..
- 10.5.7 Report to section leader on the progress of the child so that any parental inquires may be dealt with and to confirm suitability of the child to your class.

## 11. STAFF/COACH TRAINING

11.1 We encourage all staff members to improve their level of expertise and if possible would like each staff member to attend at least one training course each year.

11.2 This will also ensure that all coaches/judges licenses will remain valid.

## 12. ABSENTEEISM

### 12.1 - Members of your class

12.1.1 We need to encourage good attendance and you should know why a gymnast is absent.

12.1.2 If one of your gymnasts is absent for 2 classes without any contact as to the reason why you need to proceed as follows: -

12.1.3 Contact your section leader to check if he/she has any further information - if not continue: -

12.1.4 Arrange for you or the section leader to phone the parents and find out what the problem is.

### 12.2 Coach:

12.2.1 If for some reason you cannot make your class PLEASE go through the following steps: -

12.2.2 Inform your section leaders as soon as possible

12.2.3 Find a replacement coach who you think could take the class

12.2.4 Discuss the replacement with your section leader (or your inability to find one!)

12.2.5 Ensure that your replacement has a lesson plan to work from and has the attendance register to hand (this is VITAL).

12.2.6 Follow up attendance, progress, etc.. on your return.

## 13. COMPETITION ENTRIES/BADGE AWARDS TESTING

As these functions normally have time and financial restraints they need to be dealt with in an efficient manner.

### 13.1 Competition Entries: -

13.1.1 Hand out the preliminary notice as soon as its available

13.1.2 Control the feedback from the Gymnast/Parent - remind!

13.1.3 Hand your classes entries to the office

13.1.4 Monitor :- Uniform requirements , Follow up notice , Extra training

### 13.2 Badge and Award Testing: -

13.2.1 This testing is more at "own pace" but please follow the procedures as laid out below: -

13.2.2 -Liaise with office once the test is complete

13.2.3 Obtain Badges / Awards

13.2.4 Arrange presentation (note absentees)

13.2.5 Completed test sheets / list to office for invoicing

## 14. SAFETY

Safety measures are as important to gymnastics as are the skills. When training, a gymnastic skill is introduced/performed and it must be accompanied by appropriate safety measures.

## 14.1 Prevention: -

Prevention of gymnastic mishaps has three aspects via: -

- 14.1.1 Is the environment prepared for the performance of the skill/exercise
- 14.1.2 Is the gymnast prepared to be performing the skill/exercise
- 14.1.3 Is the coach prepared to teach the skill
- 14.1.4 These points are all dealt with during the courses which enable you to become a licensed coach but are so important that the headings are repeated here to remind you to behave in a REASONABLE manner at all times.

## 15. USE OF THE "PIT"

We are fortunate to have a facility which includes a safety pit. However this piece of equipment needs some special comment as to its uses and safety precautions.

### 15.1 Purpose

The in-ground training pit, properly constructed and prudently used, is an important asset to the safe learning of intermediate and advanced skills. It is felt that this training device enhances the safe learning of new skills as well as improving skills learned by reducing the risk of injury. This reduced risk of injury allows the gymnast to concentrate more fully on the mechanical aspects of the skill and to gain greater confidence in skill execution. The pit with its loose foam construction also enables a student to train or work for longer periods of time because the physical stresses inherent in repeated landings are significantly reduced.

### 15.2 Dangers

**STUDENTS SHOULD BE INFORMED AND BE MADE TO APPRECIATE THAT TRAINING PITS, REGARDLESS OF SIZE, TYPE, AND QUALITY ARE NOT A FAIL SAFE PREVENTION OF SERIOUS INJURY.**

### 15.2 Risks

There are risks when using a pit even under the very best of conditions. Although injuries can occur in an endless variety of circumstances the more common unsafe situations include

- 15.2.2 - Landing head first into the pit (in an inverted position)
- 15.2.3 - Landing on or near another person in the pit
- 15.2.4 - - Landing in foam that has not been adequately "fluffed" (foam which is too compressed and hard for landing)
- 15.2.5 - Landing in a pit that is too small or not designed for that apparatus/skill

These types of unsafe situations can be avoided, for the most part, by insuring direct supervision by a competent coach at all times during which the pit is being used.

### 15.3 Safety Guidelines for Students: -

- 15.3.1 Use the pit only under the direct supervision of a coach
- 15.3.2 Landing in a pit that is too small or not designed for that apparatus/skill
- 15.3.3 Check to see if anyone else is in the pit before you enter or start our turn
- 15.3.4 Always check to make sure that the foam has been adequately fluffed before use
- 15.3.5 It is best to enter the pit in an open-tucked position landing on the middle back. NEVER land head first
- 15.3.6 DO NOT land in an arched position
- 15.3.7 Check to see if anyone else is in the pit before you enter or start
- 15.3.8 DO NOT land in an arched position
- 15.3.9 Always use appropriate progressions and consult your coach before attempting a new skill (preparedness of sub skills and physical/mental condition)
- 15.3.10 NO HORSEPLAY
- 15.3.11 For tumbling and vaulting consult your coach as to whether a spotter is required at the edge of the pit
- 15.3.12 For back tumbling it is important to have your steps properly measured
- 15.3.13 Do not wear any jewellery, attachments on clothing, or items in your hair. These may become loose in the pit and cause an eye injury or puncture wounds

### 15.4 Safety guidelines for coaches: -

- 15.4.1 Make sure that the pit is adequately fluffed before use. You should always be aware of the condition of the pit
- 15.4.2 Always supervise the pit area
- 15.4.3 Do not allow horse-play in or around the pit
- 15.4.4 Make sure the gymnasts are physically and mentally prepared for new skills
- 15.4.5 Do not allow gymnasts to work on skills above their ability level
- 15.4.6 Ensure proper skill progression and the mastery thereof
- 15.4.8 Always make sure that there is no one in the pit before the next gymnast commences his/her turn
- 15.4.9 Emphasise that the gymnasts should land in the open-tucked position on the middle back
- 15.4.10 ALWAYS EMPHASISE THAT THE USE OF THE PIT IS NO FAIL SAFE PREVENTION OF SERIOUS OR CATASTROPHIC INJURY and act accordingly

## 16 INJURIES

16.1 This is the part that we hope we do not have to refer to!

16.2 However in the event of an injury every staff member/coach must be aware of the procedure to be followed:

16.2.1 Treat all injuries as serious until you have determined otherwise

16.2.2 In the case of neck/back injury or unconsciousness do not attempt to move the gymnast (unless in a life threatening situation) but call an ambulance/paramedic immediately

16.2.3 Determine the seriousness injury visually

16.2.4 If you are unsure of what 1st aid procedure to follow call a senior coach or -manager

16.2.5 In the case of a serious injury contact the parents of the gymnast immediately

16.2.6 Complete an injury report form (available from the office) and hand it to your section leader

1 6.3 You should also be aware of the following: -

16.3.1 1st aid kit is located in the office – shelf directly in front of entrance door - backboard is on the wall to the left of the door (additional supplies in the office)

16.3.2 Emergency numbers are in the file next to the telephone

16.3.3 Contact numbers may be found in the current membership files or from the computer

## 17. EVACUATION OF THE GYM

17.1 Should we have a major “problem” in the gym i.e. Fire, Bomb scare, etc... it will be necessary to evacuate the gym while the relevant authorities deal with the “problem”.

17.2 At any given time the most senior coach on duty or the manager will act as the EVACUATION OFFICER.

1 7.3 Duties of the Evacuation Officer: -

17.3.1 Sound the alarm - 3 long blasts on a whistle - in the office on top of the alarm control box

17.3.2 Ensure that the coaches have assembled their gymnasts and are moving in an orderly manner out of the fire escape

17.3.3 Phone for help (Police, Protection Services, Fire Department)

17.3.4 If possible direct some staff members to deal with the problem (i.e. man the fire hoses until help arrives)

17.3.5 BEFORE LEAVING THE GYM check that EVERYONE has left - areas to check

- toilets, office, upstairs area, gym area (pit)

17.3.6 Go to the assembly point (under the trees on the far side of the field opposite the gym - North side - should it be a bomb scare assemble down the bank) and confirm that all gymnasts are present and accounted for

#### 17.4 Duties of the Coach: -

17.4.1 At the sound of the alarm assemble your gymnasts together and take a head count

17.4.2 In a single file behind you (small ones holding hands in a chain) lead them in an orderly manner out of the nearest fire escape to the assemble point

17.4.3 Once at the assembly point sit your class down - check head count and report to Evacuation Officer.

#### 18. RESIGNATIONS

18.1 Should a member of your class resign the following steps are to be taken: -

18.1.1 Office will complete a resignation form

18.1.2 This form together with letter of resignation (should there be one !) will be forwarded to your section leader

18.1.3 Your section leader will follow up the reasons for resignation

#### 18.2 Resignation of the Coach:

18.2.1 Should you be unable to continue with your duties we would appreciate as much notice as possible (unless governed by a contract) so that a suitable replacement can be found.

#### 19. CHILD PROTECTION POLICY

##### 19.1 Introduction

All young people at Pinetown Gymnastics regardless of age , gender , race , religion , sexual orientation , ability or disability have the right to be :-

19.1.1 Be protected

19.1.2 Enjoy gymnastics in a safe environment

##### 19.2 Good Practice

19.2.1 Ensure that gymnastics is fun , enjoyable and that fair play is promoted

19.2.2 Treat all young people equally with respect and dignity

19.2.3 The welfare of the child comes before winning

19.2.4 Do not use bad language , smoke or drink while in charge of young people

19.2.5 Encourage participation

19.2.6 Give enthusiastic and constructive feedback

19.2.7 Ensure proper records are kept – attendance , accident & injury

19.2.8 Ensure physical contact should be appropriate and with the gymnasts permission

##### 19.3 Poor Practice

19.2.1 Never spend time alone with young people away from others

19.2.2 Never take young people to your home where they will be alone with you

19.2.3 Never engage in rough , physical or sexually provocative games

19.2.4 Never share a room with a young person (tours , etc.)

19.2.5 Never make sexually suggestive remarks to a young person

19.2.6 Never allow inappropriate language to be used unchallenged

19.2.7 Never do things of a personal nature for a young person that they should do for themselves

19.2.8 Never transport young people in your car alone without permission of their parents

#### 19.4 Recruitment

19.4.1 Pinetown Gymnastics will ask all staff to declare their suitability for working with young people via a self declaration form

#### 20. MAIL/CORRESPONDENCE

20.1 Your mail will be posted into your "box" located above the office window in the gym. Please check this often.

#### 21. KEY HOLDERS

21.1 A list of key holders (i.e. those people who are responsible for opening and closing the gym) is in the information file next to the phone in the office.

21.2 The gym keys should always be under the direct control of each key holder

21.3 4 key holders have "Codes" with our security company and can deal with after hours call outs

21.4 Please lock the gym as if it were your own - we need to keep it safe and secure

21.5 Lockup procedure is in the information file next to the office phone

#### 22. PHONE POLICY

##### 22.1 Outgoing Calls:

22.1.1 The office phone is for necessary gym related calls only by coaches/staff..

22.1.2 If you need to make a call check with the manager/senior coach first.

Please keep all calls brief and to the point - we budget for our phone account.

##### 22.2 Incoming Calls:

22.2.1 We need to create a good image all the time and often a phone call is the first or most frequent form of contact with the club so we need to make sure that the phone is answered properly.

22.2.2 DISCOURAGE gymnasts from answering the phone - if at all possible a coach/staff member should answer the phone."Pinetown Gymnastics Club - good morning/afternoon/evening ??????? speaking may I help you"

22.2.3 Should you need to take a message there are message pads next to each phone - take down all the details and post the message in the "mail box" straight away

##### 22.3 Other Calls

22.3.1 Cell phone calls should be limited to free time before , after or between classes – staff and gymnasts alike.

#### 23. STAFF RETREAT

23.1 We hope that in time the upstairs committee room facilities can be improved to such an extent that it can double as a staff lounge. Please make use of the facilities that are provided - we want you to be as comfortable as possible.

## 24 DISCIPLINE POLICY

24.1 Pinetown Gymnastic Club Gymnasts are role models and ambassadors the club. Gymnastics requires significant discipline for our gymnasts to achieve success and we expect high standards of behavior at all times.

24.2 In the event a gymnast does not follow the standard of behavior set, our coaches follow this model:

- 24.2.1. Tell the gymnast of the behavior expected
- 24.2.2. Tell the gymnast when they have not followed the behavior expected and ask them to rectify the behavior.
- 24.2.3. Remove the child from training for them to consider their behavior
- 24.2.4. Contact the parents of the gymnast and ask the child to be removed from training.

24.3 Coaches will inform parents if at any time a child is removed from training for disciplinary or injury reasons.

## 25 GYMNAST RESPONSIBILITIES

25.1 A Gymnast must

- 25.1.1 arrive at least 10 minutes before the scheduled training time to assist the coach in preparation for training.
- 25.1.2 train in neat apparel at all times
- 25.1.3 always obey and respect the instructions of their coach.
- 25.1.4 always treat other people in the gym with respect and courtesy.
- 25.1.5 when competing and training, gymnasts will remember that they are both role models for younger gymnasts and representatives of Pinetown Gymnastics Club. Gymnasts will always adhere to the rules of competition.
- 25.1.6 always attempt to train with 100% effort and seek to become the best gymnast they can be.
- 25.1.7 when possible make their coach aware of the fact they may be late or absent from training prior to the event.
- 25.1.8 see their coach before they start training to explain the lateness of arrival if they arrives late for training.

## 26 PARENTS RESPONSIBILITIES

26.1 The parents of the gymnast must;

- 26.1.1 Support your child in meeting the above requirements.
- 26.1.2 Ensure attendance at training.
- 26.1.3 Arrange suitable transport to gymnastic events and training. Deliver gymnasts into the facility and pick them up from inside the facility.
- 26.1.4 Provide medical and paramedical support for your child through the recommended sports medicine facility.
- 26.1.5 Be willing to support and assist the activities of Pinetown Gymnastics Club

## 27 GYMNASTIC SAFETY GUIDELINES

- 27.1. ASSUMPTION OF RISK Participation in gymnastics activities involves motion, rotation and height in a unique environment and as such carries with it a reasonable assumption of risk.
- 27.2. WARNING! Traumatic injury, paralysis or even death can result from the improper conduct of the activity.
- 27.3. BE SUPERVISED. Every gymnastic session should always be supervised by a competent professional. Never participate in gymnastics without proper supervision.
- 27.4. COMMUNICATE CLEARLY. Establish a clear, accurate communicative link with your teacher/coach. Make certain that both of you know exactly what, when, where, how and why a skill is to be performed and/or spotted.
- 27.5. BE PREPARED TO PARTICIPATE. Dress appropriately, follow accepted warm-up practices, and be mentally prepared to engage in the activity.
- 27.6. CAREFULLY (CHECK EQUIPMENT. Before directly engaging in any gymnastics activity, make sure the equipment is adjusted and secured properly and that adequate matting appropriate to the activity is in the correct position.
- 27.7. CARELESSNESS CANNOT BE TOLERATED. Gymnastics is an activity requiring active concentration. horseplay or any other form of carelessness cannot be tolerated at any time for any reason. Consult your teacher/coach.
- 27.8. FOLLOW PROPER SKILL PROGRESSIONS. A safe learning environment includes a correct understanding of the skill being performed and following proper skill progressions. When in doubt always consult your teacher/coach.
- 27.9. MASTER BASIC SKILLS. Safe learning practices demand mastering basic skills before progressing to new and/or more difficult levels.
- 27.10. ATTEMPTING NEW or DIFFICULT SKILLS. The readiness and ability level of the performer, the nature of the task, and the competency of the spotter all must be taken into consideration when attempting a new or difficult skill.
- 27.11. PROPER LANDING TECHNIQUE. Safe dismounts as well as unintentional falls require proper landing techniques. No amount of matting can be fail-safe. Avoid landing on the head or neck at all costs as serious injuries may result.
- 27.12. ALWAYS FOLLOW THROUGH. Once you commit to and go for a skill, always follow through to the skill's full completion. Be keenly aware that a prime consideration is the 'protection of your head and spinal column.