



TOTAL GYMNASTICS

# PARENT'S HANDBOOK



I want every child to have the opportunity to have a go at gymnastics.

*Beth Tweddle*

Beth Tweddle MBE  
Director



INSPIRING A GENERATION

[www.totalgymnastics.co.uk](http://www.totalgymnastics.co.uk)

Dear parents and gymnasts,

# Welcome to Total Gymnastics!

Our aim is to develop each child to the best of their abilities by providing more opportunities to learn with an experienced coach.

Total Gymnastics has always taken great pride in providing the very highest level of professional service to its clients. This calls not only for individual effort and performance but also excellent team work.

This handbook will provide you with information on our programme, our staff as well as our rules and guidelines within the academies.

I encourage you to read the handbook and familiarise yourself with its contents. If you have any queries or need any further explanation, **call the Total Gymnastics Team on 0844 357 9653.**

Once again welcome to Total Gymnastics and I wish you a happy and successful experience with us.

Beth Tweddle

Beth Tweddle MBE  
Director

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 [www.facebook.com/totalgymnasticsltd](http://www.facebook.com/totalgymnasticsltd)  
 [@totalgymnastics](https://twitter.com/totalgymnastics)



ABOUT

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# TOTAL GYMNASTICS AND OUR PROGRAMME

# Who are TOTAL GYMNASTICS?

Total Gymnastics is a dedicated company set up by Olympic Bronze Medallist and World Champion, Beth Tweddle MBE with the aim to supply high quality coaches who are able to offer more club provision for young people and to develop talented performers.

The programmes we run allow young people of all abilities to join in gymnastics and learn the fundamental movements, develop their talent and learn new skills. Total Gymnastics is the sister company of Total Swimming who are directed by Olympic Bronze Medallist, Steve Parry. He opened Total Swimming back in 2005, running swimming academies in Liverpool and Scotland and delivering temporary above ground swimming pools on behalf of the British Gas Pools4Schools programme and the Mayor of London's Make a Splash programme. It was the success of Total Swimming that inspired Steve to invest in Total Gymnastics in 2009 with Beth.

## What are the benefits of GYMNASTICS TO CHILDREN?

Research has shown that children who do gymnastics from a young age provide many benefits to their general health and wellbeing including;

- Improves strength, flexibility, co-ordination and movement.
- To maintain a healthy lifestyle.
- Impact training (plyometric training or jump training) on floor and vault can improve bone density in children.
- Provides the children with a chance to socialise with others and make new friends.
- Improve mental skills such as concentration and problem solving.
- Enhances the children's discipline.
- To let them experience a fun and engaging activity in a safe environment.
- Improved confidence.
- Skills that are learnt progressively eliminate the fears of learning new skills.
- Enhances leadership skills.
- Teaches them basic balancing and movement skills that are useful when partaking in many other sports



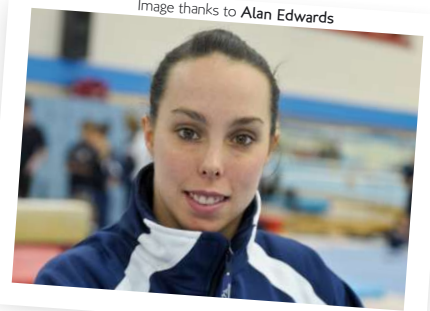
Image thanks to Alan Edwards

# PROFILES

## Beth Tweddle MBE - Director

Beth was a lively and energetic 7 year old when she was entered into a gymnastics programme at her local club, Crewe and Nantwich, where her talent for the sport was recognised by her coaches. After competing at her first British Championships she moved to train at the City of Liverpool Gymnastics Club, where she has been since the age of 12.

Her biggest achievements to date include winning a bronze medal on the uneven bars at the London 2012 Olympic Games, becoming World Bars Champion in Aarhus in 2006 and again in Rotterdam in 2010, European Bars and Floor Champion in 2009 and 2010, European Bars Champion in 2006 and 2011 and World Floor Champion in front of a home crowd at the O2 arena in London, 2009. She has also competed at 3 Olympic games; Athens 2004, Beijing 2008 and London 2012. Beth was also appointed Member of the Order of the British Empire (MBE) in the 2010 New Years Honours list which Beth describes as her "biggest achievement outside of gymnastics".



## Emma Slater – Business Development Manager

Emma was a gymnast for The City of Liverpool Gymnastics Club from the age of 7 to 16 competing for her club and her region at National Level. Her greatest achievement was being a part of the winning City of Liverpool team who took the British Teams title for the first time in 2002, a title which the club then went on to win 8 times! She was coached by the talented Amanda Reddin, before retiring through injury at the age of 16. Emma then began coaching for the club working with the younger gymnasts to help them learn the basic skills. She is now a level 3 coach with a safeguarding children certificate and 8 years of coaching experience. In 2009 she went to America to coach on a summer camp for 2 months to further her skills as a coach. Upon her return she began teaching gymnastics in schools in Liverpool and coaching at the first two Beth Tweddle Academies in Liverpool in February 2010 helping the children to learn the basic Fundamental Movements of Gymnastics before becoming Head Coach and Business Development Manager for the company in 2010.



## Karen Mosley – Welfare Officer

Karen has undertaken safeguarding children and time to listen training in order to become our welfare officer. Karen is the main point of contact for child protection and the safeguarding of all of our gymnasts. She has worked as our customer service representative since 2010, working with both Total Gymnastics and Total Swimming to ensure our customers have a fantastic experience with us.



## Suzanne Grice –Head Coach

Suzanne started gymnastics at the age of 7 at her local leisure centre because her friend had joined a gymnastics club there so she decided to follow suit and have a go. Suzanne showed immediate talent for the sport and changed clubs to the prestigious City of Liverpool Gymnastics Club under the watchful eye of Amanda Reddin. Her greatest achievement in the sport was placing 5th at the Junior British Championships before retiring from the sport at the age of 16. She then began coaching at the club, progressing through her coaching qualifications and becoming a level 3 coach, leading one of her gymnasts to the compulsory level 3 (age 10) British title. With over 10 years coaching experience, Suzanne is an asset to the Total Gymnastics team.



# The TOTAL GYMNASTICS programme

## PROGRAMME USED: British Gymnastics Proficiency Awards

**HOW MANY AWARDS ARE THERE:** 8 – gymnasts have to achieve 7 out of the 10 skills including the pulse raising exercise to pass their badge. As the badges become more difficult, they will take longer to achieve and will require determination and hard work from the gymnasts at this level.

**WHAT DO THEY LEARN:** The gymnast's progress through the awards, starting with learning their basic shapes, jumps and movement patterns, before building on their basic skills and learning cartwheels, handstands, rolls and basic vaulting skills.

**HOW OFTEN WILL THEY ACHIEVE A SKILL:** The aim is that a gymnast will achieve one new skill per week, however all children progress at different levels and all our skills are taught progressively, so although the awards are there for the gymnasts to aim for, they are not the sole purpose of our programme; the purpose is to teach them the basics of gymnastics in a structured environment so that they can build upon and use these skills in the future. We also have certificates to reward individual children each session for hard work or improvement on a particular skill that are handed out on a weekly basis.

**WHAT HAPPENS AFTER THEY ACHIEVE BADGES 8-1:** The advanced proficiency scheme is for gymnasts who have completed the proficiency awards and will then move up a minimum of an hour and a half per week as oppose to an hour. This is an extensive programme using bronze, silver and gold achievements for apparatus, floor work, vaulting work, fitness, hand held apparatus and dance work. There is a variety of skills to learn at this level which provides a fun and exciting programme for the gymnasts to undertake. The awards vary as to how many skills are required to be achieved before the award can be given; they are mostly 4 out of 6 or 6 out of 8.

## TALENT IDENTIFICATION

Total Gymnastics are committed to providing as much opportunity for children in local areas to take part in gymnastics as we possibly can. As well as creating these opportunities we are also keen to develop the gymnasts and to help them to go as far as they can within the sport.

Total Gymnastics are very much recreational and participation based, your child will learn the basics of the sport in a fun and safe environment and for this reason we are at the foundation level of the development pathway for gymnastics.

The elite pathway in gymnastics begins at the very young age of 7 years old. As we are keen to promote development within the sport Total Gymnastics are looking to feed gymnasts through to higher performance clubs if they show particular talent and dedication.

Total Gymnastics realise that not every child wants to become an elite gymnast; they prefer to come and enjoy a one hour session a week learning basic skills. For this reason if we feel your child would progress further at another club, we will discuss the matter with yourselves and leave the decision entirely up to you. If your child chooses or is chosen to move to another club we would like to stress that they are always welcome back at Total Gymnastics and there should be no pressure on them to move to another club, nor should there be any disagreement between gymnasts or parents if a child chooses or is chosen to move to a different club.



# BOOKINGS, RE-BOOKINGS, PAYMENTS & AWARDS

## Bookings

- All new course bookings are taken over the phone on 0844 357 9653 or via our website [www.totalgymnastics.co.uk](http://www.totalgymnastics.co.uk).
- Our courses are usually 12 weeks long and each academy is priced individually.
- New customers are invited to book an introductory course for 6 weeks rather than 12 weeks.
- As a rule we do not offer taster sessions as experience has shown us that more often than not, one session isn't enough for a child to tell whether they like the sport or not. A 6 week course gives them a chance to settle in, learn new skills and make new friends with the hope that after this time, they will find enjoyment in the sport.

## Membership

- All gymnasts are required to become bronze members of British Gymnastics to provide them with insurance. The membership fee is £16.00 for the membership year (October 1st – September 30th) or £6.00 for a temporary 6 week membership. This is purchased upon booking and then sent to British Gymnastics.
- The process can take time; however you will receive a membership card and number from British Gymnastics through the post which you must keep safe for future reference.
- This membership provides a comprehensive level of insurance for the gymnasts and provides them with the opportunity to work in a safe and child friendly environment. If you have any questions or queries about the British Gymnastics insurance, please visit <http://www.british-gymnastics.org> > **Membership > Benefits and Fees.**
- After the initial membership has been paid, each term will not include the membership fee, unless the temporary membership was purchased. Full year membership is due for renewal on October 1st of every year; 6 week membership is due upon expiry of the 6 week term.

All bookings are confirmed upon receipt of payment. When payment is received you will be sent via email a copy of our parents handbook, a recording sheet and some consent forms which must be completed returned to the coach on your first session. Cash is not accepted at any of our centres.

## Re-bookings

If you wish to re-book your child onto the course for the next term, as a current customer your space will be held throughout the re-booking period. Re-booking information, along with what badges the gymnasts have achieved and a written report from the coaches is handed out two weeks before the final session of the term. All bookings must be secured by the closing date (usually the last Friday of the school term) by receipt of payment. After this date your space is made available to another customer, or if your space is still available, there is a booking fee of £3.00. The quickest way to re-book is on our website [www.totalgymnastics.co.uk](http://www.totalgymnastics.co.uk) by logging into your account. Alternatively you can call **0844 357 9653** Monday – Friday 8.30am – 5.30pm and pay over the phone by card or send a cheque made payable to Total Gymnastics to our office address. If you do not wish for your child to be re-booked onto the next course please let us know by calling or email us and let us know so that we can continue to try and improve our services and our academies and offer your space to another customer.

## Awards

The badges and certificates are available to be purchased individually at a price of £3.00 each. Payment is taken over the phone, or via our website where your child's achievement will be added into the total cost on your account on our website. All awards must be purchased 24 hours before the final session of the term to guarantee delivery to the centre.

## SLM Everyone Active Customers

Customers who attend our academies in the Everyone Active centres make all their payments at their chosen centre. This applies to bookings, re-bookings and awards. Contact details are listed below.

- Hornchurch Leisure Centre, Harrow Lodge Park, Hornchurch, Essex, RM11 1JU - **01708 454 135**
- Lammas Leisure Centre, Lammas Road, Sutton-in-Ashfield, Nottingham, NG17 2AD – **01623 511 177**
- Festival Hall Leisure Centre, Hodgkinson Road, Kirkby-in-Ashfield, Nottingham, NG17 7DJ – **01623 457 101**

# MERCHANDISE

While there is no specific kit required to be worn at our sessions, Total Gymnastics do retail hoodie's, t-shirts, drinks bottles and kit bags. These can be purchased over the phone on 0844 357 9653 and orders are placed by the Total Gymnastics team once every month. Orders usually take around 2 weeks to be made by our supplier from the closing date and then another week or so to be posted to your home address. Kit sizes are done by age; age 3-4, 5-6, 7-8, 9-11, 12-13 and 14-15.

Hoodie's and t-shirts are both red with the white Total Gymnastics logo on the front and the Beth Tweddle Academy logo on the reverse. Kit bags and bottles are both red with the white Total Gymnastics logo.

## Prices

- Hoodie: **£18.00**
- T-shirt: **£8.50**
- Drinks bottle: **£3.60**
- Kit bag: **£3.60**
- **Merchandise package** (hoodie, t-shirt, drinks bottle and kit bag): **£30.00**

\*All items are subject to postage and packaging; £3.00 for one item, £4.00 for 2 items\*\*, £4.50 for over 2 items.

\*\*If the two items are the kit bag and bottle postage is £3.00



# WEBSITE & SOCIAL MEDIA

Total Gymnastics run termly competitions online via our website [www.totalgymnastics.co.uk](http://www.totalgymnastics.co.uk) and our social media sites on facebook [www.facebook.com/totalgymnasticsltd](http://www.facebook.com/totalgymnasticsltd) and twitter [@totalgymnastics](https://twitter.com/totalgymnastics). We also regularly post photos and videos as well as updates on our sessions on these site, so please ensure you join us online and keep up to date with all our activities.



# TOTAL GYMNASTICS

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## POLICIES, TERMS & CONDITIONS

# TOTAL GYMNASTICS CODE OF ETHICS

(Adapted from the British Gymnastics Health and Safety and Child Protection Policies). This code of ethics was written with specific reference to parents and gymnasts. However, most aspects of this code are also applicable to other people involved in the sport.

## Clothing & Jewellery

It is not essential for your son/daughter to have a leotard for our Total Gymnastics sessions. Your son/daughter must come to our sessions in clothes that are not loose fitting, no jeans, dresses, skirts etc...Shorts and a t-shirt or tracksuit bottoms and a t-shirt are acceptable. Gymnasts should also be training in bare feet; no socks as surfaces may be slippery. If your child has verrucas, athlete's foot or any other illnesses that may be easily passed on to the other children in the class, please inform your child's coach. Your child must not wear any jewellery to our sessions. If your child has recently had their ears pierced and needs to keep the earrings in for a period of time please cover them with plasters and make your child's coach aware. Long hair must be tied up and off their face for every gymnastics session. A ponytail or a bun is usually the easiest for your child to train with.

## Injury or Illness

If your child has sustained an injury at home please inform your child's coach before the session. If your child is not going to be attending a session because of illness or injury or they cannot make it for any other reason, please contact the Total Gymnastics office to inform us.

## Gymnasts Conduct

At Total Gymnastics we expect the gymnasts to arrive on time and in the correct clothing for their training session. A high level of discipline is required in gymnastics, therefore we expect the gymnasts to listen to their coach and not to do anything the coach has not asked them to do. Hydration is essential during sport so every gymnast must bring a drink to every session. Still juices or water are preferred to energy drinks or fizzy drinks and the children should not bring any food, including chewing gum, to eat during their sessions. Total Gymnastics feel very strongly about the welfare of all our gymnasts and it is for this reason that we ask if the gymnasts go to the toilet before or after the sessions as we do not want them walking about the centre on their own, primarily the younger gymnasts.

## Parents Code of Conduct

As a parent you are a key resource in our customer journey experience. We aim to develop each and every gymnast to their fullest ability and make both theirs and your Total Gymnastics experience both enjoyable and educational. We ask that you support the gymnasts and coaches throughout their journey with us and ensure that they are prepared for their session each week. We do not discourage parents observing their child's sessions in our academies, however, Total Gymnastics requests that if you wish to watch your child train to please watch in the designated viewing areas or windows and not sit in the gymnastics hall while the session is being conducted. **Leave the coaching to the coaches;** the coaches need to have the full attention and concentration of all their gymnasts at all times so that the gymnasts can perform to their best and correctly understand instructions. The coaches have spent years training and have undertaken several courses and exams in order for them to be a coach so their judgement should not be questioned. Parents should not pressurise their children or offer coaching advice, but should be supportive of their child and be patient with the child's progress as every child will improve and mature at different times.

## Anti-bullying Policy

Total Gymnastics do not accept any form of bullying in their sessions. Bullying can be emotional, physical, racist, verbal or cyber and can occur between adults, children, gymnasts and coaches alike. Total Gymnastics has an open environment and provides adequate supervision at all times to discourage bullying. The gymnasts should be encouraged to speak out if they have any problems and can talk to their coach if they have a problem. The coach will then either deal with the issue and make the parents aware, or inform the welfare officer for more advice.

**All information is kept in strict confidence, however if an issue becomes more serious information may need to be shared with other parties.**

## Session Requirements

We ask that the gymnasts are prepared for each session and have the correct attire (see gymnasts code of conduct) and are physically and mentally ready to train. Your child must bring their British Gymnastics Record Tick Sheet to every session. With regards to purchasing badges if the gymnast has not brought the sheet in for some of the sessions the coach cannot record what skills have been achieved, therefore the child may not receive their badge and certificate. The coaches do try to keep a record of all the skills the children have learnt, however it is not always possible to do so every session. The recording sheet(s) is the responsibility of the gymnast and the parent and should be kept neat and tidy throughout the programme.

## Transport Policy

Total Gymnastics request that all gymnasts are on time for each session and that parents are on time to pick their children up. As part of the British Gymnastics Safeguarding Children Policy the coach is required to stay with the gymnasts until they have all been returned to their parents. If for some reason you are going to be late or someone else will be picking them up and the children do not know about it please contact the coach to inform them during the session. The coach is not allowed to take a child in a car without another appropriate adult present and without parental consent.

## Complaints Procedure

If you have any complaints or concerns about your child, the coach, the centre or any part of your Total Gymnastics experience, please do not hesitate to call us on 0844 357 9653. Alternatively you can email [info@totalgymnastics.co.uk](mailto:info@totalgymnastics.co.uk). We also ask for recording purposes that you put in writing via our complaints sheet, which can be obtained from us at your request, any complaints that you may have and send them to our Total Gymnastics office address as written below. Once we are aware of the issue we will follow the correct channels to resolve the problem and keep you updated of any developments.

## Total Gymnastics Safeguarding Children Commitment Statement

"In a situation where a child is at risk of significant harm or has been harmed in connection with their involvement in gymnastics, the parent/carer should contact the club Welfare Officer who has the responsibility of referring any concerns of possible abuse to Children's Social Care Service/Social Services and/or the Police and informing British Gymnastics. Alternatively the parent/carer can contact Children's Social Care Service/Social Services and/or the Police direct. It is requested that where a parent/carer has made a direct referral to the Children's Social Care Service/Social Services and/or the Police, that the British Gymnastics Safeguarding and Compliance Officer and, if appropriate the Club Welfare Officer is provided with the details of the concern as soon as possible so that any necessary action can be taken to safeguard all children in the sport."

## Key Contacts

All contacts are available via telephone or email.

Title	Name	Contact Number	Email
Club Secretary and Business Development Manager	Emma Slater	0844 357 9653/ 07791 091 709	<a href="mailto:emma.slater@totalgymnastics.co.uk">emma.slater@totalgymnastics.co.uk</a>
Head Coach	Suzanne Grice	07754 732 099	<a href="mailto:suzanne.grice@totalgymnastics.co.uk">suzanne.grice@totalgymnastics.co.uk</a>
Welfare Officer	Karen Mosley	0844 357 9653	<a href="mailto:karen.mosley@totalgymnastics.co.uk">karen.mosley@totalgymnastics.co.uk</a>
BG Child Safeguarding Manager		0845 129 7129 ext 2347	<a href="mailto:ethics@british-gymnastics.co.uk">ethics@british-gymnastics.co.uk</a>
Total Gymnastics Office	Total Gymnastics 1-2 Frecheville Court Off Knowsley Street Bury, BL9 0UF	0844 357 9653	<a href="mailto:info@totalgymnastics.co.uk">info@totalgymnastics.co.uk</a>

Total Gymnastics ask that if you wish to know more about the Child Protection Policies please read the following documents on the British Gymnastics website.  
Health and safety documents <http://www.british-gymnastics.org/> >Ethics and Welfare>Downloads>Health, Safety and Welfare Documents>Health, safety and welfare policy.  
Child protection <http://www.british-gymnastics.org/> >Ethics and Welfare>Downloads>Child Protection Policy Documents>Safeguarding and Protecting Children Policy.

# TOTAL GYMNASTICS

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## TERMS & CONDITIONS

## Terms & Conditions;

1. Your place at the Total Gymnastics Academy is confirmed on receipt of payment.
2. Payment is taken by debit/credit card, online at [www.totalgymnastics.co.uk](http://www.totalgymnastics.co.uk) or over the phone, on 0844 357 9653 or by cheque, made payable to 'Total Gymnastics' and sent to Total Gymnastics, House of Sport, 1-2 Frecheville Court, Off Knowsley Street, Bury, BL9 0UF. We do not accept cash at the centres and we do not expect coaches to handle any payments on our behalf. Everyone Active customers – all payments are taken at the centre.
3. If the course has to be cancelled at any point by Total Gymnastics you will be entitled to a full refund. We are not responsible for any associated costs you might incur as a consequence of this action. Total Gymnastics reserve the right to cancel a session or a course if there are insufficient participants on the course.
4. If you cancel on any of the Total Gymnastics Academies you will be entitled to a full refund 28 days prior to the first day of the course. If you cancel 14 days before the start of the course you will be entitled to a 50% refund of the total amount. Once the course has started the fee is not refundable.
5. All customers will be susceptible to a booking fee which is relevant to any customer who does not pay in the re-enrolment window, which is 2 weeks before the end of term. The booking fee will be a £3 surcharge on top of the current programme fee. We urge you to secure your place within the re-enrolment window, so we can waive this booking fee. If payment hasn't been received with the re-enrolment window, your place on the academy will NOT be secure and may be offered to another customer.
6. For new customers booking onto their first course, payment must be made to secure your child's place by the day of the first session of the new term. If payment is not made by the first session and you have not contacted us if there are any problems, we will assume you no longer want your child's place in the academy and we will offer that place to another customer. New customers are invited to join us for a 6 week introductory term.
7. If due to unforeseen circumstances there are insufficient coaches to safely conduct the course or the session we have the right to cancel the said session or course as the safety of our gymnasts is paramount. If for any reason a coach cannot attend a session, we will either ask another coach to take over that session, or if no other coach is available then payment will be carried over and deducted from the next term or refunded if you no longer wish your child to attend the academy after the term.
8. Total Gymnastics will communicate through mail, phone and email with regards to confirmation of payment and places on the course, therefore we are not responsible if you have changed either of these addresses or numbers and not informed us of the change.
9. If you have 3 children in your family who wish to join our gymnastics sessions, you will receive a 10% discount off the total cost of the course (eg: £36 for 6 weeks is reduced to £32.40). The children must be booked on at the same time and they must all live at the same address to qualify for this discount and can only be applied when booking over the phone.
10. If you have 4 children in your family who wish to join our gymnastics sessions, one child will attend for free. The children must be booked on at the same time and they must all live at the same address to qualify for this discount and can only be applied when booking over the phone.
11. If you are a Total Swimming customer, you will receive a 5% discount off the Total Gymnastics course. You must book your swimming and gymnastics courses at the same time to qualify for the discount.
12. If you need to contact Total Gymnastics regarding your payment our contact details are: Telephone number: 0844 357 9653, email address: [info@totalgymnastics.co.uk](mailto:info@totalgymnastics.co.uk) and postal address: Total Gymnastics, House of Sport, 1-2 Frecheville Court, Off Knowsley Street, Bury BL9 0UF.