

# Dundonald Gymnastics Club

October 2018



# Vision and Objectives

**Our vision is:** To Develop Dundonald Gymnastics Club as a leading Performance development club within Scotland by leading the development of gymnastics throughout South Ayrshire, providing world class access to the sport and developing a pathway for all participation levels to all gymnastic disciplines. Promote general health and wellbeing by engaging participants in key physical literacy skills.

**We will achieve this through the following objectives:**

**Objective 1 (Linked to People):** Maintain and develop the people involved in the club to ensure a strong sustainable infrastructure for the club. Grow the number of coaches, volunteers and officials involved in the delivery of gymnastics. Through succession planning ensure the club is able to maintain its aspiration of providing a world class product at all levels of the club and can react to meet demand. Attract and develop sports professionals in the delivery of a diverse range of sports, health and wellbeing activities complimentary to the facility.

**Objective 2 (linked to Clubs):** Establish a dedicated facility for Dundonald Gymnastics Club with the capacity to maximise the opportunity for people to be involved in the sport of gymnastics combined with the capacity to operate an effective performance development club. To provide a base club to support gymnastics development throughout South Ayrshire with a coaching team capable of delivering a programme of gymnastics for the club, schools, community sports hub and the local authority throughout the region reflecting the diverse range of participation opportunities that the sport can provide.

Objective 3 (linked to Gymnasts): To provide world class access to the sport of gymnastics at all levels to ensure gymnasts enjoy the sport in a fun and rewarding environment. Provide gymnasts the opportunity to benefit from involvement in gymnastics, maximising their own gymnastic potential with access to performance pathways. For participants to enjoy the physical literacy, health and wellbeing benefits of being involved in sport.

Objective 4 (linked to Community): To continue to operate in accordance with the National and Local sports strategies. Regenerate an existing leisure facility in an innovative way which compliments the alternative sporting activities available in the local area. To increase participation in sport & leisure which will improve the quality of life of individuals and communities, improve wellbeing, counter anti-social behaviour, promote social inclusion, raise self-esteem, increase confidence and widen horizons.

## Executive Summary

Dundonald Gymnastics Club is a 400 member club providing opportunities for children of all ages to participate in pre-school, recreational and Women's Artistic Gymnastics.

The club operates out of a main facility at Dundonald Activity Centre with satellite facilities at Daily and Monkton. The club further provides coaches for after schools clubs at Dundonald, Barassie and Girvan Primary Schools.

The club utilises 13 self-employed coaches paid in line with industry rates based on qualifications, responsibilities and experience. The club funds all training and benefits from having a qualified UKCC Level 1 and Level 2 tutor to deliver training and maintain coaching standards.

The club was established as a SCIO by the Office of the Charity Regulator (OSCR) on 4<sup>th</sup> April 2018 and allocated registered charity number SC048271. The SCIO currently has an appointed Chairperson, Secretary, Treasurer and 2 general members. The SCIO employs the Head Coach who works along with the Trustees to ensure the operating practices and procedures of the club adhere to the basic standards outlined by the governing body. The Charities and Trustee Investment (Scotland) Act 2005 sets out the framework within which charities and OSCR must operate. They further ensure the club operates in accordance with the aims and objectives described in the club constitution and business plan. (See Policies & Procedures on Page 18).

The club further operates a volunteer fundraising committee which includes the Child Protection Coordinator and 7 general members. In addition to its core fundraising activities the committee provides a vital

link between coaches, trustees and participants to ensure the SCIO is operated for the benefit of all its members.

The club currently operates utilising Council Facility hall lets in Monkton Village Hall & Dundonald Activity Centre. The club operates a 20 hour per week program. 14 hours at Dundonald Activity Centre and 6 hours at Monkton Village Hall. It currently has a credit turnover of (redacted) per annum.

The club owns its own equipment valued at £(redacted)(see Fixed Asset Register).

## People – Coaches, Volunteers & Committee (recruit, retain, develop)

What	How	Who	When	Strategic links	Target	Update / Achieved to date
Management Committee	<p>Establish SCIO to provide legal footing for club.</p> <p>Provides legal oversight through registration with OSCR with running of club regulated in accordance with Charities Act.</p> <p>Provides ability to apply for Community Asset Transfer and to enter into contracts and agreements related to the development of the aims and objectives of the club.</p>	Trustee Board – 7 Members. SCIO members – 20 Members with option for any of the defined to community to become a member	SCIO Established 4 <sup>th</sup> April 2018.	OSCR	<p>Establish initial membership numbers required to formalise SCIO for purpose of asset transfer.</p> <p>Build membership to involve defined community in long term club and facility development</p>	Achieved 4 <sup>th</sup> April 2018
Coach development (redacted) and other coaches) who are they? What do with them?	<p><b>Recruit</b></p> <p>Identify and attract existing coaches within the local area through maintaining a network of contacts and regular local liaison with clubs.</p> <p>Identify individuals who wish to become coaches through regular interaction with members.</p> <p>Support retention of gymnasts in the sport through transition</p>	<p>(redacted) WA Level 4</p> <p>(redacted) WA Level 3</p> <p>(redacted) WA Level 2</p> <p>(redacted) TeamGym &amp; General Level 2 / Pre-School</p> <p>(redacted) TeamGym &amp; General Level 2 / Pre-School</p> <p>(redacted) WA Level 2</p> <p>(redacted) WA Level 1</p> <p>(redacted) WA Level 2</p> <p>(redacted) WA Level 2, Choreographer</p>	Ongoing	<p>SEND</p> <p>Gymnastics</p> <p>DGC</p> <p>SAC – Sport Development</p> <p>Scottish Gymnastics (SG)</p> <p>Youth Link</p> <p>South Ayrshire Gymnastics</p>	<p>Development of committed sustainable coaching team with common aims and objectives delivering high quality structured gymnastics program.</p> <p>Through establishment of primary facility,</p>	<p>Completed contract with SAC re delivery of gymnastics in primary curriculum.</p> <p>Maintained coaching levels to accommodate delivery of</p>

	<p>to coaching. Maintain an open door to the local authority to engage in a partnership approach to coach development</p> <p><b>Retain</b> Provide rewarding role within structure which fits their needs, wants, ambition. Support within role Provide training and development opportunities where required. Create strong team environment, common goals and team ethic and a club environment that people want to be part of. Provide opportunity for professional coaching development with appropriate levels of remuneration.</p> <p><b>Develop</b> Invest in training of individuals. Provide a range of development opportunities (squad attendance, competition floor experience, visit other clubs/disciplines etc) to enhance knowledge and experience of the sport. Invest in supporting individuals in British Gymnastics Apprenticeship Scheme.</p>	<p>redacted) WA Level 1 redacted) WA Level 1 redacted) WA Level 2 redacted) WA Level 1 redacted) WA Level 1</p> <p><b>SAC</b> Defined based on current coaching structure</p>		<p>Forum (SAGF) University West of Scotland (UWS)</p>	<p>satellite facilities and contract work to schools and active schools provide opportunity for full time professional coaches across integrated development structure.</p> <p>World Class delivery at all levels.</p>	<p>existing program.</p> <p>Ongoing investment in coach development with coaches attending Nick Ruddock coach development inputs, South Durham Elite training Camps. One coach currently seconded to Auchterarder Gymnastics Club.</p> <p>Additional courses undertaken including Team Gym, Choreography and Freestyle.</p> <p>In house refresher training ongoing. 6 Former gymnasts</p>
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						<p>retained in coaching functions and qualified UKCC Level 1 with two further identified.</p> <p>In addition qualified and employed as PE teacher in SA.</p> <p>3 x coach now coaching between DGC and SEND as professional coach.</p>
Coach Education (Acro, Mens etc for new disciplines)	<p>In house training / team building - Establish common high quality program for Recreational / Floor and Vault / Team Gym and Women's Artistic Gymnastics.</p> <p>Identify appropriate education options based on assessment of current membership and analysis of most appropriate disciplines to introduce. This should be properly structured building self sustaining</p>	<p>redacted) WA UKCC Level 1&amp;2 Tutor / CPD to Schools.</p> <p>Scottish Gymnastics registered tutors.</p> <p>Strategic Partners</p>	Ongoing	<p>SEND Gymnastics DGC SAC SG BG</p>	<p>Expanded coaching team, better educated with clear personal development path funded through sustainable membership growth.</p> <p>Target is to develop a coaching infrastructure capable of satisfying demand in area.</p>	<p>UKCC WA Level 1&amp;2 and Level 3 targets for all coaches ongoing.</p> <p>redacted) WA Level 3 ongoing</p> <p>South Durham Elite Training camp attended for 3rd year. Head Coach</p>



	disciplines with targeted customer groups as coaching infrastructure builds					<p>attended Russian Olympic Reserve School 2, Rostov on Don, Russia, October 2015 for coach education.</p> <p>1 x National Judge and 2 x Regional Judges WA Gymnastics</p> <p><b>redacted)</b> now delivering Youth Helper Coaching Course. 3 gymnasts identified for attendance.</p> <p>Upcoming coaching courses booked re Level 2&amp;3 Freestyle and disabilities.</p> <p>Team Gym Level 3 priority for <b>redacted)</b></p>
Coach recruitment for new disciplines	Provide opportunity to existing coaching structure. Advertise for coaches	<b>redacted)</b> <b>redacted)</b> <b>redacted)</b>	WA Level 4 WA Level 3 WA Level 2	Ongoing	SEND Gymnastics DGC	Identification of individuals committed to long <b>redacted)</b> identified for potential BG

	<p>throughout the West of Scotland.</p> <p>Identify new coaches from gymnasts/parents membership pool /strategic partners/educational establishments</p> <p>Direct Club Investment Funding</p> <p>Apprenticeships</p> <p>Partnership with University of West of Scotland</p> <p>Replication of Glasgow Life Coach Core.</p>	<p>redacted) TeamGym &amp; General Level 2 / Pre-School</p> <p>redacted) TeamGym &amp; General Level 2 / Pre-School</p> <p>redacted) WA Level 2</p> <p>redacted) WA Level 1</p> <p>redacted) WA Level 2</p> <p>redacted) Level 2, Choreographer</p> <p>redacted) WA Level 1</p> <p>redacted) Level 1</p> <p>redacted) WA Level 2</p> <p>redacted) WA Level 1</p> <p>redacted) WA Level 1</p> <p><b>SAC</b></p> <p>Defined based on current coaching structure</p>		<p>SAC</p> <p>SAGF</p> <p>West of Scotland Clubs</p> <p>SG</p> <p>UWS</p>	<p>term involvement in the club, both voluntarily based on interest in gymnastics and identification of those looking for sport based careers.</p>	<p>Apprenticeship Scheme.</p> <p>Facility acquisition will create priority action for additional coaches across all disciplines and non coaching staff for community based aspects.</p>
Young Leaders	<p>Promote retention of gymnasts in the sport through introduction to coaching.</p> <p>Explore alternatives such as Glasgow Life Core Team</p> <p>Liaison with education establishments such as University of West of Scotland Ayr Campus.</p> <p>Apprenticeships</p>	<p>redacted) WA Level 2</p> <p>redacted) d Choreographer, WA Level 2</p> <p>redacted) WA Level 1</p> <p>redacted) WA Level 1</p> <p>redacted) WA Level 1</p> <p>redacted) WA Level 1</p> <p>SAC Youth Helpers</p>	Ongoing	<p>SEND</p> <p>Gymnastics</p> <p>DGC</p> <p>SAC</p> <p>UWS</p> <p>PT</p> <p>Youth Link</p> <p>CfC</p> <p>Police</p> <p>Scotland</p> <p>Scottish Government</p> <p>East Ayrshire</p> <p>Leisure</p>	<p>Play a key role in offering development opportunities for young people in South Ayrshire.</p> <p>Team awareness of the benefit of the sport in development of young people, the role it can play in developing positive behaviour and its ability to deter and divert young people</p>	<p>redacted) now a tutor for delivery of recently implemented Youth Helper qualification.</p> <p>3 x Gymnasts identified for May course.</p>

					from negative, harmful or criminal activity	
Developing Fund Raising Committee	<p>Natural development of volunteer and officials in line with growth membership and discipline.</p> <p>Encourage and ensure access to training where available.</p> <p>Value contribution as an equal part of the team.</p>	<p>redacted) – Chairperson  redacted) – CPC  redacted) – Treasurer / Coach / Judge  redacted) – Fundraising Co-Ordinator  redacted) – General Member  redacted) – Merchandise &amp; General Member  redacted) – General Members</p> <p>SAGC Officials</p>	Ongoing	<p>SAGC  DGC  SAC  SG  SEND  Gymnastics  EAL</p>	<p>Development of a vibrant committed group carrying out a valued support function to the front line delivery of gymnastics in the region.</p>	
How reward and retain coaches?	<p>Remuneration.  Development Opportunities.  Mentoring.  Team building.  Success.</p>	All	Ongoing	<p>DGC  SEND  Gymnastics  SAC</p>	<p>Development of coaching infrastructure across all disciplines.</p> <p>Development of highly motivated team committed to achieving the highest possible sustainable participation levels with the ambition to be the strongest development region in the country.</p>	<p>3 x Self employed coaches</p> <p>Maintaining CPD opportunity list and funding of relevant courses/events</p>
Resources – Current	<p>1 x WA Level 4 – 20 hours per week  1 x WA Level 3 – 3 hours per week  3 x WA Level 2 – 11 hours per week, 8 hours per week, 8 hours per week  2 x General level 2 – 31 hours per week, 22 hours per week</p>					

	<p>3 x WA Level 1 – 23 hours per week, 8 hours per week, 2 hours per week  5 x Youth helpers – 5 hours per week, 4 hours per week, 3 hours per week, 3 hours per week, 1 hour per week</p>
<p>Resources –  Future required</p>	<p>Additional to above :-</p> <p>Self fund coach courses through membership growth, appropriate coach / gymnast ratio's. Investment in individuals by club through membership fees, fundraising and Cashback for Communities.</p> <p>Coaching fee structure set in yearly budget. Coach Development Budget.</p> <p>Courses Required:-  WA Level 2 x 1 - £540  WA Level 3 x 2 - £1,300  WA Level 1 x 2 - £700  MA Level 1 x 2 - £700</p> <p>Team Gym Courses x 1 - £540</p>
<p>Additional Costs</p>	

## Clubs – Facility, Club infrastructure, equipment

What	How	Who	Resources (£)	When	Strategic links	Target	Update / Achieved to date
Governance – completing the SCIO paperwork etc	<p>Establish Dundonald Gymnastics Club (DGC) as a SCIO.</p> <p>Formalise SEND Gymnasts as the gymnastics services provider to DGC.</p> <p>Establish SEND Gymnastics as a gymnastics service provider to South Ayrshire Council.</p>	<p>SEND Gymnastics</p> <p>DGC Committee</p> <p>SAC Head of Leisure and Community Education.</p>	<p>Facility Development applications to relevant associations</p> <p>Sports Scotland Facility Fund Grant Funding</p> <p>SEND Gymnastics DGC</p>	In Process	<p>SAC Head of Leisure and Community Education.</p> <p>Head of Development Scottish Gymnastics - Steve Paige</p> <p>Sports Scotland</p>	<p>Dedicated Gymnastics Facility.</p> <p>Structured delivery of improved and more diverse gymnastics program via better equipped satellite locations.</p>	<p>Project added to sportscotland potential projects list.</p> <p>SCIO status achieved.</p> <p>SEND Gymnastics established.</p> <p>12 month SEND pilot contract signed with SA Education Authority and completed August 2015 – May 2016 for CPD support to gymnastics delivery in primary schools.</p> <p>SEND delivery of after school gymnastics delivery for Active Schools under Commonwealth Games 2014 legacy funding. Dialogue ongoing to develop sustainable delivery post funding.</p>
Facility development	Negotiate asset transfer or let of	SEND Gymnastics	Facility Dependent	In Process	SAC Head of Leisure and	Dedicated Gymnastics	redacted), SG, re planning process for

	<p>suitable SAC facility to DGC for delivery of suitable gymnastics facility.</p> <p>Secure Sports Scotland Facility funding for adaptation and equipment.</p> <p>DGC secure all available grant funding to develop facility and assist in fully equipping all satellite sites for gymnastics delivery.</p>	<p>DGC Committee SAC Head of Leisure and Community Education.</p>	<p>Sports Scotland Facility Fund Grant Funding SEND Gymnastics DGC</p>		<p>Community Education Head of Development Scottish Gymnastics - <b>redacted</b>) Sports Scotland</p>	<p>Facility.</p> <p>Structured delivery of improved and more diverse gymnastics program via better equipped satellite locations.</p>	<p>progressing independent let.</p> <p>Action log initiated and in process.</p> <p>Satellite hall in Monkton identified and used with suitable equipment for preschool classes.</p> <p><b>redacted</b>) ring fenced.</p>
<p>What impact does the new sections / disciplines have on this area?</p>	<p>Specialist facility access combined with the improvement of available satellite multipurpose halls and school facilities will provide the opportunity to significantly expand gymnastics access in the region.</p> <p>This combined with a commitment to the development of a better skilled coaching team will improve quality of delivery thereby raising retention levels of</p>	<p>Provide existing coaches, volunteers, club officials the opportunity to develop within a structured gymnastics development program throughout South Ayrshire.</p>	<p>Sustainable through membership fees.</p>	<p>In process</p>	<p>South Ayrshire Gymnastics Forum Scottish Gymnastics Development and Education SAC</p>	<p>Coaching provision provided through SEND Gymnastics.</p> <p>Development of coaching infrastructure across all disciplines.</p> <p>Development of highly motivated team committed to achieving the highest possible sustainable</p>	<p>Pre-school coaches trained, locations identified.</p> <p>Team Gym section established.</p> <p>Increased membership with further reach throughout region.</p> <p>Increase exposure in local area through satellites and schools showing significant increase in demand.</p>

	<p>participants in existing disciplines and expand access to gymnastics disciplines not currently catered for.</p> <p>Increased exposure and membership through satellites and schools self markets the club and drives membership to levels that would sustain facility.</p> <p>Future planning to include structured development of additional disciplines based on development of dedicated facility and development of satellite facilities. This will include</p> <p>Free Style Street Disabilities Men's Artistic Sport Acro Adult</p>					<p>participation levels with the ambition to be the strongest development region in the country</p>	
Business planning	SEND Gymnastics business plan to have	DGC SEND	Existing DGC infrastructure	In process	SAC Head of Leisure and	Delivery of business plan	SEND Contract with SA Education.

	<p>SLA with DGC and SAC for the delivery of root and branch gymnastics development throughout South Ayrshire, taking ownership of gymnastics membership whilst taking responsibility for staff, training, equipment maintenance and facility liabilities.</p>	<p>Gymnastics SAC</p>	<p>SEND Gymnastics</p>		<p>Community Education- redacted)</p>		<p>After school club delivery ongoing</p> <p>SA Sports Development non cooperative meantime. Club re engaged with local gymnastics forum to encourage continued dialogue here.</p>
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## Gymnasts – Timetabling, recruitment, school-club links, links to LA Rec Classes

What	How	Who	Resources (£)	When	Strategic links	Target	Update / Achieved to date
<b>Current Timetable:-</b> Pre-School (Mon) Active Schools (Tues) Recreational (Tues) Active Schools (Weds) Pre-School (Thurs) Pre-School (Fri) TeamGym (Fri) Recreational (Sat) Recreational (Sun) Women's 2-Piece  Men's 2-Piece  Women's 4-Piece		redacted)		1-3pm 3-5.30pm 6-9pm 3-5pm 1-3pm 1-3pm 4-7pm 9-12noon 10-11am 2-4pm (Sat) 11-2pm (Sun) 2-4pm (Sat) 11-2pm (sun) 5-8pm (Weds) 4-8pm (Fri) 12-4pm (Sat) 11-2pm (Sun)			
Recreational Class – Future	Increase Classes			10 hours per week			
Women's 2-Piece – Future	Increase Classes			12 hours per week			
Men's 2-Piece – Future	Increase Classes			6 hours per week (Dedicated boys class)			
Women's 4-Piece – Future	Increase Hours and Gymnasts			30 hours per week			
Team Gym	Set-up specific Team Gym classes	redacted)	TG Course Cost £ x 3	6 hours per week			Extend with Facility
Pre- School - Future	Increase Classes			10 x 45 mins			

				sessions per week			
Baby, Toddler Gym	Set-up sessions			5 x 45 mins per week			
Schools Programme	Work with SAC and Active Schools to set-up classes across South Ayrshire Development of curriculum time program designed to supplement school delivery with goal of providing CPD to teachers to improve long term delivery of gymnastics as a key early years physical literacy skill.	redacted) and SAC Coaches		3-5pm Mon-Thurs	SAC Active Schools	Start with 2 classes (25 per class) per Primary School Cluster i.e will cover all primary schools per cluster	SEND contract with SA Education implemented.  Project development ongoing.  Active schools after school clubs ongoing.
Gymnast Numbers – Current	Recreational – 195 Floor & Vault / Team Gym – 75 4 – Piece Women’s Artistic – 30 Pre-School - 90 TOTAL = 390						
Gymnast Numbers – Target	Baby & Toddler – 100, Pre-School – 150 Recreational – 400 2- Piece Women’s – 50 2- Piece Men’s - 30 Team Gym – 50 Women’s 4-Piece – 30 <b>TOTAL = 800</b> Future planning to include structured development of additional disciplines based on development of dedicated facility and development of satellite facilities. This will include :- Adult, Disabilities, Dancefit, Freestyle, OIR ... <b>Free Style / Street / Disabilities / Men’s Artistic / Sport Acro / Adult</b>						



# DGC POLICIES AND PROCEDURES

DESCRIPTION	DOCUMENT NAME	DATE UPDATED	VERSION	UPDATED
Anti-Corruption Policy	SG Anti-Corruption Policy	04/02/2018	V1.0	
Badge Tracker	DGC Gymnast Tracker	05/02/2018	V1.0	
Child Protection Policy	DGC – Child Protection Policy	29/04/2013	V1.0	
Club Constitution	SCIO Constitution - DGC	05/02/2018	V1.0	
Club Membership Pack	Dundonald Gymnastics Club – Membership Pack 2018	05/02/2018	V1.0	
Club Registration Form	DGC Registration Form 2018	17/08/2018	V2.0	
Club Roles & Descriptions			V1.0	
Coach Contract	Dundonald Gymnastics Club Coach Contract Sample	05/02/2018	V1.0	
Coach Volunteer Job Application	CoachVolunteerJob Application	06/02/2018	V1.0	
Complaints Procedure	DGC – Complaints and Grievance Policy	29/04/2013	V1.0	
Conduct in Sport	Conduct in Sport August 2017	04/02/2018	V1.0	
Data Protection Policy	Dundonald Gymnastics Club – Data Protection Policy	05/02/2018	V1.0	
Emergency Evacuation Procedure			V1.0	
Equipment Checklist	Equipment Checklist	05/02/2018	V1.0	
Equity Policy	DGC – Equity Policy	29/04/2013	V1.0	
Expense Claim Form	DGC Expense Claim Form	05/02/2018	V1.0	
Facility Checklist	DGC Facility Checklist	05/02/2018	V1.0	
Floor & Vault Tracker	DGC Gymnast Tracker	05/02/2018	V1.0	
GDPR	GDPR Guidance	05/02/2018	V1.0	
Grades and Levels Tracker	DGC Gymnast Tracker	05/02/2018	V1.0	
Health & Safety Policy inc First Aid	BG Health,SafetyandWelfare Policy	06/02/2018	V1.0	
Insurance Policies	Zurich Insurance	01/10/2018	V1.0	
Insurance Policies	SG Insurance	01/10/2017	V1.0	
Maintenance Plan			V1.0	
Operating Procedure			V1.0	
Privacy Policy		23/08/2018	V1.0	
Risk Assessment Form			V1.0	
Safe Recruitment Policy	Safe Recruitment Policy	04/02/2018	V1.0	
Safeguarding Incident Recording Form	BG Safeguarding Incident Reporting Form	06/02/2018	V1.0	
SG Codes of Conduct	CodeofConduct	15/09/2017	V1.0	
Social Media Policy	BG SocialMediaPolicy	06/02/2018	V1.0	
TeamGym Tracker	DGC Gymnast Tracker	05/02/2018	V1.0	
Travel Consent Form	Travel Consent Form	05/02/2018	V1.0	
Volunteer Agreement	Volunteer Agreement Template	05/02/2018	V1.0	

