Miss Poppy’s Gymnastics

Consent Form

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| --- | --- |
| Name of Gymnast |  |
| Date of Birth |  |
| Name & Address of Parent or Guardian |  |
| Email Address |  |
| Telephone Number |  |
| Mobile Number |  |
| Emergency Contact Name and Number |  |
| I agree for my child to be professionally photographed or videoed with reference to Miss Poppy’s Gymnastics, events, classes etc.(Photo’s or Video’s maybe used for advertising and use on website and Miss Poppy’s Gymnastics social media) | **Please Sign & Date** |
| I agree in a severe emergency and Miss Poppy cannot get hold of my gymnast’s parent/emergency contact and an ambulance has had to be called in a critical circumstance I give consent for the club’s welfare officer (Miss Poppy) to travel with my gymnast in the ambulance and stay with my gymnast until parent/emergency contact joins. | **Please Sign & Date** |
| Does the gymnast suffer with any of the following conditions? * Heart Problems, Headaches or Dizziness, Back Pains, Chest Pains, any injuries or pains that could stop the gymnast from taking part in any of the activities, Osteoporosis, Diabetes, Epilepsy, High or low blood pressure, Asthma, Allergies
* In the last year had any Operations, Illness or Accidents?
* On any Medication?
 | Please state-Please make sure your gymnasts’ coach is aware of any information we need to know about your gymnast’s condition. |

If you have answered yes to any of the above conditions, please speak to your gymnast’s doctor before taking part in our classes.

Data Protection

We are required to ask for your permission to share your details with third parties such as UK Gymnastics. These details may contain your personal data\*. We are Also asking for your permission to store your data with Miss Poppy’s Gymnastics and continue to receive emails/contact from Miss Poppy’s Gymnastics.

The UK Gymnastics Data Protection Policy can be found on our website (<https://www.ukgymnastics.com/clubs/club-membership/document-downloads>). Miss Poppy’s Gymnastics data protection policy is in Miss Poppy’s Gymnastics policy. Please make sure you have read Miss Poppy’s Policy.

**Yes – I give consent for my information to be given to UK Gymnastics & them store personal information about me / my child. I give consent for my information to be stored with Miss Poppy’s Gymnastics and I would like to continue receiving emails/contact from Miss Poppy’s Gymnastics.**

**No – I do not give consent for my information to be given to UK Gymnastics & them to store personal information about me / my child.**\*\* **I do not give permission for my data to be stored with Miss Poppy’s Gymnastics and I do not want to receive emails/contact from Miss Poppy’s Gymnastics.**

|  |  |
| --- | --- |
| **Name(s) :** |  |
| **Signature:** |  | **Date** |

\*Personal Data is data which can be used to identify you. This may include your name, date of birth, address, telephone number etc.

\*\* Please note if you are not able to give permission for UK Gymnastics and Miss Poppy’s Gymnastics to store your / your child’s data, this will prevent us being able to provide membership & insurance

 By Signing below, I confirm I have received a copy of the club’s policy. I have read and understood the policy. I agree with the club’s policies.

I give consent that my Son/Daughter is allowed to leave the gymnastics class without an adult picking up**. YES/NO**

I declare that the above information is correct.

 **DATE**  **SIGNED**

 Poppy Smith

259 Wootton Road, Abingdon, OX14 1LJ

Email: info@misspoppysgymnastics.co.uk

Mobile: 07875222918

Miss Poppy’s Gymnastics Policy

**FEES**

New students are entitled to a trial session before they sign up to a whole term’s classes. Recreational Team sessions are £6.50 for the 45minute class, £8.50 for the Advanced Team of 1 hour and a half. £10 for Development + Supreme Team which is for a duration of 2 hours a week. Fees are then due in advance and payment should be made in full at the end of each half term and before the start of the following half term. Late payment of a week will automatically incur an administration cost of £2.50 and over 2 weeks an administration charge of £5.00. If full payment is not paid before the deadline on the invoice your gymnast will lose their space in their class. The preferred method of payment is by Bank Transfer. Cheque and Cash payments are also acceptable. If paying Cash, can you please place in an envelope and clearly show the gymnasts name. Entry to class will not be permitted if fees are not paid in full by the deadline indicated on the invoice. Payment is required for all lessons regardless of attendance and all fees are non-refundable. Should a gymnast choose to leave Miss Poppy’s Gymnastics fees will not be refunded. Please let Miss Poppy know if you will not be enrolling for the next term so she can offer it out to someone else on the waiting list. Preferred method of communication in respect of not enrolling for the following term would be via email.

Miss Poppy’s Gymnastics are affiliated to UK Gymnastics. All Gymnasts must have membership insurance with UK Gymnastics before they can enrol for a full term’s classes. For the trial session UK Gymnastics allow a free trial session. This membership insurance is £13.50 for the gym year September through till September. There is no discount for starting midyear. This will be included in your first terms invoice or if you are a current member this will be included in the invoice before September to make sure all fees are received in time. Miss Poppy’s Gymnastics will insure your gymnast is registered with UK Gymnastics once you have paid in full.

We have two venues-

Wednesday – Westwood Hotel, Hinksey Hill, Boars Hill

Saturday- John Mason School, Abingdon

**UNIFORM**

Gymnast will be expected to wear appropriate attire. Leggings/Shorts and a t-shirt but preferably shorts/leggings and a leotard. We do have Team Kit that all members must own

Recreational Team –

Girls Leotards are available to be purchased by yourself on the ZONE website the gymnasts must only wear this leotard in CLARET.



 <https://www.the-zone.co.uk/girls-womens-c304/sleeveless-gymnastics-leotards-c312/salto-sleeveless-crushed-velour-leotard-p1417>

Boys- Must wear the Miss Poppy’s Gymnastics T-shirt and then black shorts or your choice.

Miss Poppy’s Hoodies, T-shirts, Leggings and Bags are to be ordered through Miss Poppy. If would like to order any of these please email info@misspoppysgymnastics.co.uk

Development, Advanced and Supreme Teams are more than welcome to purchase the RED ZONE leotard above to train in however MUST purchase the Miss Poppy’s Competition Leotard ready for competitions. To order the Competition Leotards please email Miss Poppy. The Gymnasts in the Team must also have the Miss Poppy’s Leggings and Hoodie to wear for competitions.

Correct attire must be worn to every class. Clothing with buttons, zips, belts or hoods will not be allowed to be worn while the gymnasts class has started.

Hair must be tidy and tied up. No jewellery must be worn, and watches must be taken off. Earrings must be taken out but if your gymnast has newly pierced ears they must be taped up and the gymnast takes part in the session at their own risk. Bare feet or gym shoes only. The club cannot be held responsible for loss of valuables. If gymnasts are not dressed in the correct attire, we reserve the right to refuse participation in the class. Wearing the correct attire encourages good self-discipline and safe practice.

**CLASS CONDUCT**

All members of Miss Poppy’s Gymnastics are encouraged to work as a team and always show a respectful attitude towards each other. Any form of bullying will not be tolerated and will be acted upon immediately. Food must not be eaten for brought into the gym. Food and Drinks are available to purchase in the Westwood Hotel restaurant and bar area for our Wednesday gymnasts. No food is allowed inside our John Mason Venue. Drinks are allowed in with the gymnast but must be in a sports container and named. Mobile phones must not be used during class unless there is an emergency, or gymnast have asked permission by a coach. Mobiles must be on silent. No Photos should be taken by parents or gymnasts unless they have permission from a coach. Coaches may take photos and videos of the gymnasts to help with their progression or to help promote the classes on our website or social medias. Parents should also note Miss Poppy’s phone number should you need to get hold of them in an emergency.

Poppy- 07875222918

Please only contact Miss Poppy’s if it’s an emergency. Any form of abuse or misuse of this contact will be harassment.

If your gymnast’s emergency contact number changes you must email us your gymnasts new emergency contact details, so we can update their file.

Parents are not permitted to stay and watch the classes. We have a waiting area for the Wednesday parents to wait in. We do not have a viewing or waiting area for our Saturday classes at John Mason. We do not have a space for the parents to view each and every class. The hall is too small, and it is very distracting for the gymnasts. You will not be allowed to sit inside the gym once class has started unless told otherwise by one of the coaches. At the Westwood hotel We have a beautiful café/restaurant area you are more than welcome to wait in just outside the gym hall. The hotel offers comfy sofa’s and seats, WIFI, coffees and tea’s along with food and other drinks available to purchase. We do not have a viewing/waiting area for classes at John Mason School however there is a large car park just outside the gymnasium. The last session of the term you will be invited in for “Sneak Peek Week” where you can quietly sit and watch the class and see how your gymnast is doing. However, should this be distracting for the gymnasts we may ask you to wait outside for the benefit of your child and the rest of their class mates. However, parents of gymnasts that are not able to go to the toilet on their own must stay near the hall and be available to escort their child to the toilet if needed.

Please ensure that your gymnast arrives 5minutes before their class starts and you are there to pick up 5 minutes before their class ends. If you are late picking up your gymnast, they will have to wait in the gym until you come into the hall to pick them up this is for safety and making sure each gymnast goes home with a parent/guardian.

We do ask to not distract the gymnasts while they are training.

It is very important you arrive to your class on time as if you get let in late missing out on the warm up and stretches puts a gymnast at risk of injury and your gymnast will be training at their own risk. Gymnasts must be picked up on time.

Should a parent need to discuss a matter, please can you contact Miss Poppy by email, phone, text or arrange a time for her to call you. This will enable classes to run on time and with little disruption. This is important with our tight change over times and coaches will not be able to talk to parents once the class has started.

**CHILD PROTECTION**

Miss Poppy’s Gymnastics follows strict rules and regulations concerning the welfare of gymnasts. No child will be allowed to leave the premises on their own, unless we have written confirmation. No child will be left unattended. Concerning toilet runs, children will be escorted to outside the toilet but will not be able to be helped by our coaches. It is the parent’s responsibility for toilet runs if the gymnast needs help. For younger gymnast’s parents should be on the premises to help and for the older gymnasts make sure they have been to the toilet before the class.

Due to the physical nature of gymnastics coaches will have to physically support the gymnasts to correct and encourage correct alignment for the gymnast’s safety and prevent injuries.

An online registration form must be completed, giving details of contacts in an emergency. It is the responsibility of the parent/guardian to ensure the details are up-dated should changes occur.

Poppy Smith is the club’s welfare officer. The best way to contact Poppy with your welfare concerns is via email poppy@misspoppysgymnastics.co.uk or text 07875222918.

Both Miss Courteney and Miss Poppy are first aid trained so can undertake any first aid needed. However, in a severe case of emergency and we cannot get hold of you or your gymnast’s emergency contact, and an ambulance has had to be called for the gymnast health and safety our welfare officer will go with the gymnast in the ambulance. Miss Poppy will stay with the gymnast until their parent or guardian has joined them. To give consent for this please fill in on the online sign up to the waiting list registration form. Please make sure you are available when your gymnast is training, and your contact details are up to date.

Students may be filmed or photographed during classes. This may then be used to promote the classes, Via website/social media (website, Facebook, twitter and Instagram). Filming will also allow the gymnast to study and develop the individual’s technique. Permission from Parents/Guardians will be required through completion of the consent form.

**CANCELLATION OF CLASSES**

Due to unforeseen circumstances a class may need to be cancelled. Should I need to cancel a class prior notice will be given, and a replacement session will be rescheduled. If you cannot make the rescheduled session you will not be refunded for that session. If we cannot reschedule the missed session a refund will be given with choice by bank transfer or off next invoice.

As there is only Miss Poppy and Miss Courteney, if one of our coaches were off absent unexpectedly the sessions will still run but with only 1 coach and will be a fun based session where all the gymnasts will work together or in partners. This session will be based on basics and stretching and strength work.

**PRIVACY POLICY**

Miss Poppy’s Gymnastics is committed to ensuring that any personal data we hold about you or your child is protected in accordance with the data protection and used in line with your expectations.

The GDPR regulations give new rights to individuals. The following apply to both adults and children:

- The right to be informed the right of access

- The right to rectification

- The right to erasure

- The right to restrict

- The right to data portability

- The right to object

- The right not to be subject to automated decision-making including profiling.

How and why does the club collect and use personal data?

The Clubs primary reason for using personal information is to provide gymnastics education services to you or your child.

- We obtain information about you from enrolment forms, competition forms, workshop forms, consent forms, registers, waiting list system.

- We may have information about any family circumstances, which might affect your child’s welfare, health or happiness.

- We may take photographs or videos in their class, or at competitions or you may send us them to use on our social media and website, for marketing purposes. This is to show prospective parents and gymnasts what we do here and to advertise the classes.

- Maintaining class attendance records and contact details for emergency purposes.

- We may continue to use these photographs and videos after your child have left the club.

- We may send you information to keep you up to date with what is happening in the club. For example, by sending you information about, classes, competitions, fundraising events or displays, workshops and other events and activities taking place. To provide the gymnastics activity you have requested, communicate with you about this activity, changes to our terms and conditions and to process payments (if relevant).

- We may process financial information about you in relation to the payment of fees.

- Responding to any comments, questions or complaints you may send us.

Sharing personal information with third parties

- We may share information with gymnastics organisations to facilitate submitting candidates for competitions.

- In accordance with our legal obligations, we may share information with local authorities for example, where we have safeguarding concerns.

- On occasions, we may need to share information with the police.

- We may also need to share information with our legal advisers for the purpose of obtaining legal advice.

- We may share some informational with our insurance company, for example, where there is a serious incident at the club, they also need information to insure the gymnasts with the insurance company.

- If you have unpaid fees while your child is at the gym, we may share information with the courts and legal advisers in order to recover any overdue fees.

Your consent remains valid. Please speak to Miss Poppy if you would like to withdraw any consent given.

Sending information to other countries:

We do NOT send information to other countries.

For how long do we keep your information?

We keep your information for as long as we need to in order to educate and look after your child. We will keep some information after your child has left the club, for example, so that we can find out what happened if you make a complaint.

If you leave Miss Poppy’s Gymnastics your data will be kept for 3 years. After this all records will be deleted. You can request to have the data we held deleted at an earlier date (the right to be forgotten). This request must be actioned without undue delay unless there are legitimate grounds for the data to be retained e.g. legal obligation, right of freedom of expression (e.g. journalistic purposes), historical or statistical purposes.

What decisions can you make about your information?

From May 2018 data protection legalisation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- If information is incorrect you can ask us to correct it;

- You can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we are using this information about you, where it came from and what types of people we have sent it to;

- You can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;

- You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;

- Our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check the accuracy;

Further information and guidance

Miss Poppy can give you more information about your data protection rights.

Please speak to Miss Poppy if:

- You object to use using your information for marketing purposes e.g. to send you information about club events we will stop using your information for marketing purposes if you tell us not to; or

- You would like us to update the information we hold about you; or

- You would prefer that certain information is kept confidential.

You have the right to object to any of the above uses of your information by contacting us. Please note that in some cases, this may affect our ability to carry out the things we need to do for you to take part in gymnastics.

Changes to the privacy notice

We keep our privacy notices under regular review.

This privacy notice was last updated on 28/10/2018.