



**SPARTA  
TRAMPOLINE  
CLUB  
SCIO**

**Staff Handbook**

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## **Mission Statement**

Our mission is to enrich our community's physical and mental health by providing a world leading trampolining experience.

## **Values**

**Family** – Sparta feels like home where everyone is safe and secure to be themselves on and off the trampoline.

**Fun** – At Sparta we enjoy ourselves by working hard and playing hard too.

**Fitness** – Trampolining is a fantastic form of exercise which naturally releases endorphins improving feelings of health and well-being.

**Friendship** – We all respect each other and forge friendships based on trust and equality.

**Fulfilment** – Sparta inspires people to have the courage and determination to try their best and fulfil their potential.

## **Loyalty**

Whilst you are coaching for Sparta, Sparta is your club. We appreciate that coaches will supplement their income and/or improving their personal development by coaching at other clubs and fully support this. However, whilst coaching at Sparta you must be fully dedicated to the gymnasts in your charge and the club.

The competitive gymnasts require more time and commitment due to the nature of the sport and their own level. We do expect coaches to assist fully with their development.

## **Club Policies**

All club policies can be found at: <https://www.spartatc.co.uk/documents/> and should be followed at all times. The trustees update these annually at their AGM.

**Coaches must familiarise themselves with these policies. Failure to do so that results in an incident will result in severe disciplinary procedures.**

## **Allocation of Shifts**

Whilst we will attempt to give coaches regular hours on the same nights each week. We have experienced in the past, which every week at least one coach needs a shift swapped. Due to this we will be putting the shifts out in advance on a rota system.

We now have a mixture of salaried and casually contracted staff. Priority will go to those on salaried positions to make sure they are fulfilling their contracted hours. After that, length of service and club loyalty will be taken into account when allocating shifts.

## **Absence**

Any absence due to illness must be informed to either the Technical Director or Head of Recreation by 10am on weekdays and 8am on weekends, of that day in line with your contract.

The rotas for coaching will be done a minimum of two weeks in advance with everyone given their regular, preferred nights as much as possible/feasible. Any absence due to exams, planned events, other commitments, etc must be given before the 1<sup>st</sup> of the month for the next pay period: 15<sup>th</sup> of that month to the 15<sup>th</sup> of the next month. For example: all absences between the 16<sup>th</sup> August to the 15<sup>th</sup> September must be given by the 1<sup>st</sup> August. Requests given after that time may not be able to be honoured and you will be responsible for arranging cover. Frequent late requests will result in the loss of regular hours (for those on causal contracts) and/or disciplinary action (for those on both casual and permanent contracts).

## **Late Coming**

Coaches are expected to be at the sessions they are working in at least 10 minutes before they start to allow classes to start on time. Persistent late coming will result in the loss of regular hours (for those on causal contracts) and/or disciplinary action (for those on both casual and permanent contracts).

## Manual Handling

Moving any equipment should always be done in line with the manual handling section of the Health and Safety Policy.

Whilst the trampolines will be in place, from time to time they may need to be moved or adjusted. Any movement of the trampolines should be done in line with your UKCC Level 1 (or equivalent) course training or internal training with a qualified staff member.

When supporting, catching and rigging gymnasts coaches must work within line of their training and never attempt anything they are not comfortable with.

## Emergency Procedures

In the unlikely event of a fire the venue should be evacuated and coaches must make sure everyone is out of the building as per the Fire Safety and Evacuation plan. Once at the fire assembly point coaches must take a register for the gymnasts in their care and report that to the Technical Director, Head of Recreation or Lead Coach for that session. No one should return to the building until designated personnel have confirmed it is safe to do so, e.g. the fire brigade.

If an injury occurs the following protocol should be followed:

1. First aid provided to the injured party and a coach should remain with the injured party.
2. Ambulance called if required.
3. Emergency contact of the injured party should be contacted. If they are not contactable the other contacts should be tried.
4. Once the injured party is either with their contact or in the ambulance the accident report form should be completed.
5. The Technical Director or Head of Recreation and the Safeguarding Officer should be informed.

## Coaching Levels

At Sparta we encourage positive mentoring and want to give coaches the opportunity to develop. However **no skills should be attempted above the level of the highest qualified coach in the room**. Failure to comply with this will result in disciplinary action.

## Coaching Professionalism

All conduct must be in line with the Club's Codes of Conduct document.

We expect the highest standard of professionalism from all our coaches. Any comments about another Sparta coach's practice, in particular to a gymnast, are not permitted. Phrases such as "That's not how I'd coach it" are not acceptable. **The focus should be on what helps the gymnast to develop and not the coach's preference or ego.**

## Allocation of Gymnasts

At Sparta we want to give every coach the opportunity to grow and develop. Therefore we are more than happy to allow coaches to work with a gymnast and develop their own skill set at the same time. However, there will be occasions where qualification level and club loyalty will play a part in allocating gymnasts to coaches.

## Loco Parentis

Whilst you are coaching you are *in loco parentis* (in line with our Child Protection Policy) which means that you have legal responsibility to take on some of the functions and responsibilities of a parent. This means that you have the **following responsibilities to the gymnasts allocated to you** (this is not an exhaustive list):

- Making sure your gymnasts are registered for the class (that can be carried out by another coach but if for example one of your gymnasts arrives late you are responsible for making sure the register is updated).
- Your gymnast's physical safety is entrusted to you. Therefore you are making sure they are safe on the trampoline and whilst they wait for their turn.
- Making sure your gymnast's behaviour is appropriate both on the trampoline and whilst they wait for shots. You are expected to carry out sanctions e.g. missing shots or speaking to parents if required.
- You are a role model for your gymnasts and should exhibit behaviours and actions of the highest standard at all times.
- You are responsible for the welfare and guidance for your gymnasts. If you have any concerns they should be raised with the Safeguarding Officer and Technical Director or Head of Recreation.
- If a parent/guardian is late to pick a one of your gymnast you should follow the child protection policy. The gymnast's welfare is paramount; you are responsible until they are collected. In some cases other coaches may be willing to wait on your behalf.

## **Class Registers**

**All coaches are required to have the register app on their phone, tablet or equivalent device.** This is so you can access details about the gymnasts you are allocated, to allow you to maximise your coaching and access emergency contact information if required. Failure to be able to access this quickly could result in a serious incident. This will lead to immediate disciplinary action.

## **Social Media**

In line with our Social Media policy – the following points should always be followed:

We prohibit coaches to have any “friendships” on social media with any gymnast who is under 18 gymnasts. We understand that some of our younger coaches are still active gymnasts will be friends with others who may be under 18. In this situation we expect that you do not enter into online friendships with other gymnasts in the club and in particular any that you personally coach.

When on your personal social media accounts make sure that you are aware of what you post and who can see it. It is unacceptable to publicly post anything that could tarnish your reputation as a coach. At no point should you release confidential information about the club or bring the club’s name into disrepute. Failure to do so will result in disciplinary action.

We recommend that all coaches regularly check and update their privacy settings on all their social media accounts. When a social media platform updates their interfaces this can change pre-set preferences and make your account more visible than you wanted.

## **Clothing and Attire**

Coaches must wear club tops so that the outer most garment has club branding and is clearly visible. Any other items must be what that is deemed as “active wear” when coaching. Casual clothing including jeans is not acceptable. **Trainers must not be worn on the trampolines unless in a case of emergency.** Where possible, club polo shirts or Sparta clothing/branding should be worn when you are coaching – it’s should be easy for parents or gymnasts to identify who is in charge in particular in emergency situations.

## **Recreational Class Protocol**

The Recreational Classes will be run in the following format:

1. 5 minutes: register and floor warm up
2. 10 minutes: trampoline warm up
3. 40 or 70 minutes: Training session with allocated coach
4. 5 minutes: Handwashing and cleaning

The ratio for these classes will be up to 1 coach to 5 gymnasts. In Section 2 each gymnasts should have a **minimum of 3 coached shots for the 1 hour class.**

Coaches are not expected to have plans for these gymnasts however should know what they are working on and make sure it is passed on if absent.

Any issues with payment, concerns about welfare or any other matters should be raised with the Head of Recreation.

## **Adult Class Protocol**

The Adult Classes will be run in the following format:

1. 5 minutes: register and floor warm up
2. 10 minutes: trampoline warm up
3. 40-95 minutes: Training session with allocated coach
4. 5/10 minutes: Cool down

The ratio for these classes will be up to 1 coach to 5 gymnasts. In Section 2 each gymnasts should have a **minimum of 3 coached shots.**

Coaches are not expected to have plans for these gymnasts however should know what they are working on and make sure it is passed on if absent.

Any issues with payment, concerns about welfare or any other matters should be raised with the Head of Recreation.



## **Preschool Class Protocol**

The Preschool Classes will be run in the following format:

1. 10 minutes: Register & Floor warm up
2. 20 minutes: Floor or Trampoline
3. 20 minutes: Swap from point 2
4. 10 minutes: Cool down, handwashing & cleaning

The ratio for these classes will be up to 1 coach to 8 gymnasts.

**The parent must remain with the gymnast throughout the class.**

Coaches are not expected to have plans for these gymnasts however should know what they are working on and make sure it is passed on if absent.

Any issues with payment, concerns about welfare or any other matters should be raised with the Head of Recreation.

## Competitive and Performance Class Protocol

The Competitive and Performance Classes will be run in the following format:

1. 30 minutes: Set floor warm up, trampoline warm up & drills
2. 1 hour: Training session with allocated coach
3. 30 minutes: Conditioning (this can be a mixture of on and off bed)

In sections 1 and 2 we will aim to work at a ratio of 1 coach to 4 gymnasts in the competitive classes. In Section 3 the ratio will be 1 coach to 8 gymnasts and those not required will finish their shift at the end of Section 2\*. The performance classes will work to a ratio of 1 coach to 8 gymnasts.

\*If coaching in the class(es) following the competitive class this 30minutes will be deemed as an unpaid break.

**Trampoline games** (e.g. Rainbow) **are not permitted** in the competitive class unless **agreed by all** the coaches before the start of the session and do not conflict with gymnast's training plans.

**All coaches will be required to have written plans for the gymnasts allocated to them/in their charge.** This can take any form the coach prefers; however, there are templates and examples available from the Technical Director. **Coaches must update the Technical Director regularly and ahead of competition closing dates the level their allocated gymnasts are at.**

In cases where a gymnast has multiple coaches they must **regularly** discuss the gymnast's development. If you are unable to attend your regular session notes **must** be left for the gymnasts you coach in **writing**.

Any issues with payment, concerns about welfare or any other matters should be raised with the Technical Director.

## Competitions

Attending competitions is out with your contracted hours and is not your contracted place of work. However, those who attend will get their expenses (travel and accommodation where applicable) reimbursed.