APPROVED

Greenhead Gymnastics Club policies 01 to 10

Approved by Aaron Sheehan, 19 November 2026; effective 19 November 2026. Nothing has been published on the website or changed in iClassPro yet.

St Thomas' Church, Station Road, Bradley, Huddersfield HD2 1US

What has changed

- Fees written in: £25 registration every 12 months is the only joining or annual fee, and the monthly prices are listed (Gym Champs £32, Recreational and Mini Squad Friday £46.25, Mini Squad Sunday and Tumble £63, two classes £44.75 each, second child £41.50 for Recreational only).
- Payments are taken automatically through iClassPro on the 1st. There is no late fee, failed payments are chased kindly and removal is case by case. No Tax-Free Childcare, childcare vouchers or Universal Credit childcare receipts.
- Christine Bowker is the Welfare Officer (no Deputy yet). Complaints and data requests go to hello@. First trial free and confirmed once we approve it, usually the same day. Absences on the parent portal. No pausing. Photos opt-out. Car park on site, main church entrance.
- Parties: Bronze, Silver and Gold with your prices, coaches and extras, own food, a £100 deposit, parents of under 5s stay, and your four weekend slots. Camps are worded as when we run them.
- Greenhead Gymnastics Club Ltd throughout, effective 19 November 2026. Tumble is on 7 days' notice. Fees, notice periods and policy names match across all 10.
- Club kit is available; families should ask a coach. No kit prices are listed. Fees are paid by card through iClassPro only; we do not accept bank transfer.
- When joining British Gymnastics, families should choose the club name Greenhead Gymnastics Club. We are open over half-terms and bank holidays, and closed only on Christmas Day, Boxing Day and New Year's Day. There is no welcome-back offer.
- Approved by Aaron Sheehan on 19 November 2026, and effective from that day.

Open questions

None. Every question has been answered and written in. Aaron approved all 10 policies on 19 November 2026, and they take effect that day.

Contents

01 Membership Terms and Conditions
02 Payments Summary
03 Cancellation and Leaving
04 Refunds, Credits and Missed Classes
05 Camps and Parties
06 Safeguarding, Conduct and Complaints
07 Health and First Aid
08 Privacy and Photo Consent
09 Free Trial Rules
10 All-Families Email

01 Greenhead Gymnastics Club Ltd: Membership Terms and Conditions

IN PLAIN ENGLISH

- The contract with Greenhead Gymnastics Club Ltd, accepted on the portal.
- £25 registration per child, on joining and every 12 months. No other joining or annual fee. There is no welcome-back offer.
- Monthly fees listed in full and taken automatically by iClassPro on the 1st, by card through iClassPro only (no bank transfer). No late fee; removal for unpaid fees is case by case. No Tax-Free Childcare, childcare vouchers or Universal Credit childcare receipts.
- 50 weeks a year, open over half-terms and bank holidays, and closed only on Christmas Day, Boxing Day and New Year's Day. British Gymnastics membership needed for every gymnast (choose the club name Greenhead Gymnastics Club). Covered by British Gymnastics insurance plus our own insurer.
- Notice: 7 days before the 1st for Recreational, Gym Champs and Tumble; one calendar month for Mini Squad and competition squads, by email to hello@. No pausing: cancel and re-join. Approved by Aaron Sheehan, 19 November 2026; effective 19 November 2026.

Version 1. Approved by Aaron Sheehan, 19 November 2026; effective 19 November 2026.

1. About these terms

1.1 These terms are an agreement between you (the parent or carer, or the adult member) and Greenhead Gymnastics Club Ltd ("Greenhead", "we", "us").

1.2 Greenhead runs artistic gymnastics classes at St Thomas' Church, Station Road, Bradley, Huddersfield HD2 1US.

1.3 New families accept these terms when they create an account on our booking portal. Existing families are asked to accept updated terms through the portal.

1.4 These terms sit alongside our other policies: Payments Summary, Cancellation and Leaving, Refunds and Missed Classes, Camps and Parties, Safeguarding, Conduct and Complaints, Health and First Aid, Privacy and Photo Consent, and Free Trial Rules. You can read them all in your portal and on our website at greenhead-gymnastics.org.uk/policies.

1.5 By accepting these terms you also agree to all of the policies listed in 1.4.

1.6 Nothing in these terms affects your legal rights as a consumer.

2. Joining

2.1 The easiest way to book is on our booking portal, run by iClassPro: https://portal.iclasspro.com/greenhead. If you would rather, you can email or phone us and we will help you.

2.2 Please keep your account details up to date, including emergency contacts, medical information and the payment card saved on your account.

2.3 British Gymnastics membership is required for every gymnast in every class. It is needed for insurance and affiliation. Families sign up with British Gymnastics themselves and pay British Gymnastics directly. When you sign up, please choose the club name Greenhead Gymnastics Club. The cost and renewal are set by British Gymnastics, not by Greenhead.

3. Registration fee

3.1 A registration fee of £25 per child is charged when a child first joins, and again every 12 months after that while they are a member.

3.2 This is the only joining or annual fee we charge. It is separate from the monthly class fee and from British Gymnastics membership.

3.3 If a child leaves and later re-joins after their 12 months have run out, a new £25 registration fee is charged when they re-join. There is no welcome-back offer.

3.4 We may waive the registration fee as part of an offer.

4. Monthly class fees

4.1 All our regular classes are paid monthly. Our current monthly fees are:

- Gym Champs: £32 a month
- Recreational classes: £46.25 a month
- Mini Squad Friday: £46.25 a month
- Mini Squad Sunday: £63 a month
- Tumble: £63 a month
- Recreational, two classes a week: £44.75 a month for each class
- Recreational, second child in the same family: £41.50 a month (Recreational classes only)

4.2 Competition squad places are by invitation, and the fee is confirmed when a place is offered. The booking portal always shows the current price for every class.

4.3 Fees are taken automatically on the 1st of each month from the payment card saved on your booking portal account. By enrolling, you agree to us taking the monthly fee this way until your child's place ends.

4.4 Because payments are automatic, we do not send a monthly reminder. You can see every charge and payment on your portal account at any time.

4.5 Fees are paid by card through iClassPro only. We do not accept bank transfer, Tax-Free Childcare or childcare vouchers, and we do not provide receipts for Universal Credit childcare claims.

4.6 You pay for the month whether or not your child attends every class in it.

4.7 In the month your child joins, you pay a pro rata fee for the classes left in that month. Full monthly fees start from the next month.

5. The 50-week year and closures

5.1 Classes run 50 weeks a year.

5.2 We are open over half-terms and bank holidays. We are closed only on Christmas Day, Boxing Day and New Year's Day. If we ever have to close on another date, we will announce it in advance.

5.3 Monthly fees are spread evenly across the year, so they stay the same every month. You will not be charged extra in a month with five class days, and you will not get money

back in a month that includes a closure day.

5.4 Up to 14 days of cancelled sessions in a year are not refunded or credited. This includes Christmas Day, Boxing Day, New Year's Day and any other closure days or cancelled classes. If we cancel more than 14 days of sessions in a year, our Refunds and Missed Classes policy explains what we offer.

6. Failed payments

6.1 If an automatic payment does not go through, the portal will let you know and we will also get in touch. Please update your card on the portal, or contact us, so the payment can be taken as soon as possible.

6.2 We do not charge a late fee.

6.3 If you are having trouble paying, please talk to us early. See section 9 (payment plans).

7. Unpaid fees

7.1 Fees are what keep our classes running. If a payment is still outstanding after we have been in touch, we will contact you kindly to help you clear the balance.

7.2 If fees stay unpaid and we cannot agree a way forward, we may remove the place. We look at each case individually, and we will always try to speak to you first.

7.3 Any money owed is still owed after a place is removed, and we will keep in touch with you about it.

8. Re-joining after unpaid fees

8.1 If a child left with money owed, the balance must be paid in full before they can enrol again, unless we agree a payment plan.

9. Payment plans

9.1 If you are struggling to pay, please email hello@greenheadgymnastics.co.uk. We will treat it in confidence.

9.2 We will agree a payment plan with you case by case, in writing.

10. Notice to leave

10.1 Recreational classes, Gym Champs and Tumble: please give at least 7 days' notice before the 1st of the month. If your notice reaches us at least 7 days before the 1st, you will not be charged for that month.

10.2 Mini Squad (Friday and Sunday) and competition squads: please give at least one calendar month's notice before the 1st of the month you want to stop. For example, to stop from 1 January, tell us by 1 December.

10.3 Please give notice in writing by email to hello@greenheadgymnastics.co.uk.

10.4 Anyone still enrolled on the 1st of the month is charged for that month. We do not charge part-months as standard. Any part-month adjustment is made by hand, at the club committee's discretion.

10.5 When your child's place ends, we stop the automatic monthly payment. You do not need to contact your bank.

10.6 Full details are in our Cancellation and Leaving policy.

11. Leaving without notice

11.1 If a child stops coming without notice, the place stays open and the automatic monthly fee continues until we receive notice.

11.2 The notice period in section 10 then applies from the date we receive it.

12. No pausing

12.1 We do not pause or hold places. If your child needs a break, please give notice in the usual way (section 10) and re-join when you are ready, subject to space.

12.2 We cannot promise the same class or time will be free when you come back.

13. Changes to fees and to these terms

13.1 We will give you at least one full calendar month's notice of any change to fees.

13.2 A new fee only applies after that month's notice has ended.

13.3 We may update these terms. We will tell you before changes take effect and ask you to accept them through the portal.

14. Changes to classes

14.1 If we need to change a class time, day or coach, we will give you notice as early as we can.

15. How we contact you

15.1 We contact families by email from our booking portal, using the email address on your account. Please make sure our emails do not go to your junk folder.

15.2 You can contact us at hello@greenheadgymnastics.co.uk or on 01484 420262.

16. Behaviour and safety

16.1 Everyone at Greenhead must follow our Code of Conduct and our Safeguarding Policy. Greenhead follows British Gymnastics safeguarding policy and procedures.

16.2 We may remove a place if there is a serious or repeated breach of the Code of Conduct, after following the steps in that policy.

16.3 If we remove a place under the Code of Conduct, fees already paid for the current month are not refunded, and no further monthly fees are taken after the place ends. Any money still owed remains owed.

17. Complaints

17.1 If you are unhappy, please tell us. Our complaints procedure is in our Safeguarding, Conduct and Complaints policy.

18. Under-18s and account holders

18.1 The account holder must be 18 or over. For a member under 18, the parent or carer who accepts these terms is the account holder. They are responsible for fees and for keeping the account information correct.

18.2 Members aged 16 and 17 may attend classes and leave on their own, with their parent or carer's written permission (see 19.4). Their parent or carer stays the account holder, signs their health declaration, and is copied in on messages about them.

19. Arriving, leaving and collection

19.1 There is a car park on site. Please use the main church entrance, bring your child into the hall and hand them to a coach. Please do not leave a child at the venue until a coach is there.

19.2 Please arrive on time. A child who arrives late may miss the warm-up, and a coach may ask them to sit out until it is safe to join in.

19.3 Please collect your child on time at the end of class. We hand children only to their parent or carer, or to an adult you have named to us.

19.4 Children under 16 must be collected by an adult and may not leave on their own. Members aged 16 and over may leave on their own only if a parent or carer has given us written permission.

19.5 If you are running late, please call us on 01484 420262 as soon as you can.

19.6 If a child has not been collected and we cannot reach any named adult, we will follow our safeguarding procedure, which may include contacting the police or children's services.

20. Hall rules, watching and belongings

20.1 We train at St Thomas' Church. Please respect the building and its neighbours, follow any rules the venue sets, and follow the coaches' instructions in the hall.

20.2 Parents and carers are welcome to stay and watch from the viewing area. Please do not go onto the equipment or the training area unless a coach invites you.

20.3 Food and drink are not allowed on the equipment. Mobile phones must not be used on the equipment or in the training area.

20.4 We cannot be responsible for lost or damaged personal items. Please name your child's belongings and leave valuables at home.

21. Closure dates

21.1 Closure dates are published on our website and on the booking portal, and we also tell families by email.

22. Guest coaches and outside providers

22.1 Sometimes a session is led by a guest coach or an outside provider. They follow our Safeguarding Policy and Code of Conduct, and hold enhanced DBS checks. Greenhead coaches supervise them while they work with children. We share only the health and contact information they need to keep children safe.

23. Squads, competitions and moving classes

23.1 Squad places (including Mini Squad), competition selection and moving a child between classes are decided by the coaches. Competition squads are by invitation or assessment.

23.2 British Gymnastics rules apply at competitions.

23.3 Competition entry fees and travel are paid by families. Entry fees are not refundable once entered.

24. Pay-as-you-go sessions

24.1 If we run pay-as-you-go sessions, they are booked and paid for on the portal in advance.

24.2 They are not refundable once booked, unless we cancel the session. If we cancel, we will offer a credit or a refund.

25. Risk and insurance

25.1 Gymnastics carries a risk of injury, even with good coaching and supervision.

25.2 Greenhead is covered by British Gymnastics insurance and also holds its own insurance.

25.3 Nothing in these terms limits our liability where the law does not allow it, including for injury caused by our negligence.

02 Payments Summary: One Page

IN PLAIN ENGLISH

- A one-page version of the money rules in 01, with the same fees, dates and notice periods.
- Payments on the 1st, by card through iClassPro only (no bank transfer). No late fee and no monthly reminder; failed payments are chased kindly.

Monthly fees

1. Gym Champs: £32 a month.

2. Recreational classes: £46.25 a month. Two recreational classes a week: £44.75 a month for each class. Second child in the same family: £41.50 a month (Recreational classes only).

3. Mini Squad Friday: £46.25 a month. Mini Squad Sunday: £63 a month.

4. Tumble: £63 a month.

5. Competition squads are by invitation, and the fee is confirmed when a place is offered. The booking portal always shows current prices: https://portal.iclasspro.com/greenhead

How you pay

6. Fees are taken automatically on the 1st of each month from the payment card saved on your portal account. You do not need to do anything each month.

7. Fees are paid by card through iClassPro only. We do not accept bank transfer. Because payments are automatic, we do not send a monthly reminder. You can see every charge and payment on your portal account. We do not accept Tax-Free Childcare or childcare vouchers, and we do not provide receipts for Universal Credit childcare claims.

8. In the month a child joins, the fee is pro rata for the classes left in that month.

9. Fees are the same every month, including months with closure days. We run 50 weeks a year. We are open over half-terms and bank holidays, and we are closed only on Christmas Day, Boxing Day and New Year's Day. If we ever have to close on another date, we will announce it in advance.

Registration and British Gymnastics

10. Registration fee: £25 per child when they first join, then every 12 months while they are a member. It is our only joining or annual fee, and we may waive it as part of an offer. There is no welcome-back offer.

11. British Gymnastics membership is required for every gymnast. Families sign up with British Gymnastics themselves and pay British Gymnastics directly. When you sign up, please choose the club name Greenhead Gymnastics Club.

If a payment fails

12. If an automatic payment does not go through, the portal will let you know and we will also get in touch. Please update your card on the portal, or contact us, so the payment can be taken as soon as possible.

13. There is no late fee.

14. If fees stay unpaid and we cannot agree a way forward, we may remove the place. We look at each case individually and will always try to speak to you first.

15. Any money owed is still owed after a place is removed, and must be cleared before a child can re-join, unless we agree a payment plan.

Leaving

16. Recreational classes, Gym Champs and Tumble: give at least 7 days' notice before the 1st of the month, by email to hello@greenheadgymnastics.co.uk.

17. Mini Squad and competition squads: give at least one calendar month's notice before the 1st of the month you want to stop. For example, to stop from 1 January, tell us by 1 December.

18. Anyone still enrolled on the 1st is charged for that month.

19. When the place ends, we stop the automatic payment. You do not need to contact your bank.

20. We do not pause places. If your child needs a break, cancel in the usual way and re-join when you are ready, subject to space.

Changes to fees

21. We give at least one full calendar month's notice of any change to fees.

Finding it hard to pay?

22. Please talk to us early. Email hello@greenheadgymnastics.co.uk. We can often agree a payment plan, and we treat it in confidence.

Full details: Membership Terms and Conditions at greenhead-gymnastics.org.uk/policies.

03 Cancellation and Leaving Policy

IN PLAIN ENGLISH

- Notice by email to hello@ only; we confirm within 2 working days.
- Worked examples: recreational by 24 November, squads by 1 December.
- We stop the automatic payment ourselves when a place ends. No pausing: families cancel and re-join (no new registration fee within 12 months). There is no welcome-back offer.

1. How to cancel

1.1 Please email hello@greenheadgymnastics.co.uk with your child's full name, their class, and the date you would like them to finish.

1.2 Telling a coach in the hall is not enough. We need it in writing so we have a record.

1.3 We will reply to confirm we have received your notice and tell you your child's last month. If you do not hear back within 2 working days, please contact us again.

1.4 We may ask whether a different class or day would suit you better. You are free to say no.

2. Notice periods

2.1 Recreational classes, Gym Champs and Tumble: at least 7 days' notice before the 1st of the month.

2.2 Mini Squad (Friday and Sunday) and competition squads: at least one calendar month's notice before the 1st of the month you want to stop. For example, to stop from 1 January, tell us by 1 December.

2.3 Notice counts from the day we receive your email.

3. What happens to the final payment

3.1 Every child enrolled on the 1st of the month is charged for that month. The fee is taken automatically on the 1st.

3.2 If your notice reaches us in time (see section 2), your child's place ends before the 1st, and no payment will be taken for the next month.

3.3 If your notice reaches us later than that, the next month's fee is still taken, and your child can keep attending until the end of that month.

3.4 Example (recreational class): to finish at the end of November and not pay for December, your notice must reach us by 24 November.

3.5 Example (Mini Squad or competition squad): to finish at the end of December and not pay for January, your notice must reach us by 1 December.

3.6 We do not charge or refund part-months as standard. Any part-month adjustment is made by hand, at the club committee's discretion.

3.7 Any money owed is still owed after your child leaves.

4. Automatic payments

4.1 When your child's place ends, we stop the automatic monthly payment on the portal. You do not need to contact your bank or card provider.

4.2 If a payment is taken after your child's place has ended because of a mistake on our part, we will refund it in full.

5. Leaving without notice

5.1 If your child stops coming and we have not received notice, their place stays open and the monthly fee continues to be taken.

5.2 Once we receive your notice, the notice period in section 2 applies from that date.

5.3 If we notice a child has stopped attending, we may contact you to check. This does not count as notice from you.

6. No pausing

6.1 We do not pause or hold places, including after an injury or illness.

6.2 If your child needs a break, please cancel with the notice in section 2 and re-join when you are ready (see section 7).

6.3 We will try to find your child a space when you return, but we cannot promise the same class or time.

7. Coming back

7.1 You are welcome back at any time, subject to space.

7.2 Any unpaid balance must be cleared first, unless we agree a payment plan.

7.3 If your child re-joins within 12 months of their last registration, there is no new registration fee. If their 12 months have run out, the £25 registration fee is charged again, unless we agree to waive it. There is no welcome-back offer.

04 Refunds, Credits and Missed Classes Policy

IN PLAIN ENGLISH

- Fees pay for a place, not each session. Absences are reported on the iClassPro parent portal. No make-ups unless we offer one.
- Up to 14 cancelled days a year are not credited; beyond that we offer a credit, another class or a refund.

- Long illness or injury (6 weeks or more) is looked at fairly, case by case. Registration fee not refundable once started.

1. Missed classes

1.1 Monthly fees pay for a place in a class, not for each session. If your child misses a class, the fee is not reduced.

1.2 There are no make-up classes, unless we offer one. Any make-up we offer depends on space in another suitable class.

1.3 If your child will be away, please report the absence on the iClassPro parent portal. It helps the coaches plan.

1.4 If your child misses several classes in a row without telling us, we may get in touch to check all is well.

2. Illness and injury

2.1 Please do not bring your child if they are unwell.

2.2 Short illnesses or injuries: if your child misses classes for a short time, the fee is not reduced (see section 1).

2.3 Longer illness or injury: if your child cannot take part for 6 weeks or more, please talk to us as soon as you can. We will look at each case fairly. Depending on the situation, we may agree a refund of part of a month or a credit on your account. We may ask for a doctor's note or other short confirmation.

2.4 We do not pause or hold places. If your child needs a longer break, please cancel with the usual notice and re-join when they are ready. See our Cancellation and Leaving policy.

3. Closures

3.1 We run 50 weeks a year. Monthly fees are spread evenly over the year, so they are not reduced in months with closure days.

3.2 We are open over half-terms and bank holidays. We are closed only on Christmas Day, Boxing Day and New Year's Day. If we ever have to close on another date, we will announce it in advance.

3.3 Up to 14 days of cancelled sessions in a year (1 January to 31 December) are not refunded or credited. This includes Christmas Day, Boxing Day, New Year's Day and any

other closure days or cancelled classes. Your monthly fee is the same every month because it already allows for them.

4. If we cancel a class

4.1 Sometimes we may have to cancel a class, for example if a coach is ill or the venue is not available.

4.2 We will tell you by email as soon as we can.

4.3 If we cancel more than 14 days of sessions in a year (see 3.3), we will offer you a place in another class, a make-up session, or a credit on your account for each cancelled session beyond the 14 days. If none of those suits you, we will refund the share of the monthly fee for each cancelled session beyond the 14 days. That share is the monthly fee divided by the number of classes in that month.

4.4 If the venue closes for a long period, we will contact all families about fees.

5. Account credits

5.1 A credit is an amount we add to your account to use against future fees.

5.2 Credits are not paid out as cash unless we agree. Credits do not run out while your child is enrolled. If you leave, we will return any unused credit that came from us cancelling a class.

6. Refunds

6.1 We do not normally refund monthly fees for a month your child was enrolled on the 1st. We do consider refunds fairly in these cases:

(a) Illness or injury: a long illness or injury that stops your child taking part, as described in section 2.3.

(b) We cancel classes: if we cancel more than 14 days of sessions in a year and the options in section 4.3 do not suit you.

(c) A mistake: if we have taken a payment by mistake or charged you twice, we will refund it in full.

(d) The law: where the law requires a refund.

6.2 Refunds for illness or injury are agreed by the club committee case by case. Please email hello@greenheadgymnastics.co.uk with the dates and, if we ask, a short note from a

doctor or similar. A refund is usually a part-month amount for the weeks missed, or a credit if you prefer.

6.3 The £25 registration fee is not refundable once your child has started classes, unless we charged it by mistake.

6.4 Camp and party refunds are covered in our Camps and Parties terms.

6.5 If we remove a place for a breach of the Code of Conduct, fees already paid for that month are not refunded (see our Membership Terms, clause 16.3).

6.6 Refunds are paid back to the card you paid with, where we can, usually within 14 days.

7. Trials

7.1 Your child's first trial session is free, so there is nothing to refund.

7.2 If you cannot make your booked trial, please cancel it on the portal or let us know, so another child can use the space.

8. Your legal rights

8.1 Nothing in this policy affects your legal rights as a consumer.

05 Camps and Parties: Terms

IN PLAIN ENGLISH

- Camps: written as 'when we run them' (none planned now; no Christmas camp in 2026). Ages 4 and a half to 16, 9am to 3pm. Paid on booking, not refundable if you cancel, illness days can move to another camp.
- Parties: Bronze £225 (16 guests, 2 coaches), Silver £275 (20 guests, food time, 2 coaches), Gold £300 (24 guests, food time, invites and bags, 3 coaches). Extra guests £12.50.
- 90 minutes, with food time inside the 90 for Silver and Gold. Slots: Saturday 1:45 to 3:15pm and 3:30 to 5pm; Sunday 11:15am to 12:45pm and 1 to 2:30pm.
- £100 non-refundable deposit, balance 14 days before, one date change with 14 days' notice. Families bring their own party food. Parents of guests under 5 stay.

Part A: Holiday camps

1. Booking

1.1 We sometimes run holiday camps in the school holidays, for members and non-members. When we run them, we announce the dates on our website and booking portal. No camps are currently planned, and we are not running a Christmas camp in 2026. This Part A applies to any camp we run in future. Camps are booked by parents and carers on our booking portal: https://portal.iclasspro.com/greenhead. You can also email or phone us and we will help you.

1.2 Camps have limited numbers. Spaces are given in the order bookings are made.

1.3 Camps are for children aged 4 and a half to 16. If your child is outside this age, please contact us.

1.4 Camps run from 9am to 3pm, unless the camp listing says otherwise.

2. Payment

2.1 Camps are paid in full on the portal when you book. Your place is confirmed once payment is made.

2.2 There is no late fee for camps. We do not accept Tax-Free Childcare or childcare vouchers, and we do not provide receipts for Universal Credit childcare claims.

3. Early drop-off and late collection

3.1 Early drop-off and late collection are available at some camps. Where they are offered, the price is shown when you book. Please add them to your booking or ask us to add them.

4. Drop-off and collection

4.1 Your child's name is ticked off the register when they arrive. There is a car park on site. Please use the main church entrance, bring your child into the hall and hand them to a coach. Please do not leave until a coach has signed them in.

4.2 Children are only handed over to the adults named on the booking, unless you tell us in writing beforehand.

4.3 If you are running late, please call us on 01484 420262 as soon as you can.

4.4 If your child is collected after camp finishes, a late collection fee may apply. The fee is shown when you book.

4.5 If a child has not been collected and we cannot reach any named adult, we will follow our safeguarding procedure, which may include contacting the police or children's services.

5. Walking home

5.1 A child aged 16 or over may only leave camp on their own if a parent or carer has given us written permission in advance.

5.2 Written permission should say the child's name, the days, and the time they may leave.

5.3 Children under 16 may not leave camp on their own.

5.4 We may refuse to let a child leave alone if we are worried about their safety, and will contact you.

6. What to bring

6.1 A packed lunch and a drink.

6.2 Comfortable, stretchy sports clothes, such as a leotard, or shorts or leggings with a fitted T-shirt. Please avoid denim, clothes with buttons and jewellery. Gymnasts train in bare feet. Club kit is available, so please ask a coach if you would like some.

6.3 Any medication your child needs, such as an inhaler or auto-injector, clearly labelled. Please tell us about it when you book.

6.4 Please leave valuables at home. We cannot be responsible for lost items.

6.5 If any camp session is run by an outside provider, they follow our Safeguarding Policy and Code of Conduct, and hold enhanced DBS checks. Greenhead coaches supervise them while they work with children. We share only the health and contact information they need to keep children safe.

7. Cancellations and changes

7.1 Once a camp is booked, it is not refundable if you cancel.

7.2 If we have to cancel a camp day, we will offer a full refund or a transfer to another day.

7.3 If your child misses camp days through illness, we can transfer the days to another camp if we have space. This may be in the next holidays.

8. Behaviour

8.1 Our Code of Conduct applies at camp. If a child's behaviour puts themselves or others at risk, we will contact you and may ask you to collect them.

Part B: Birthday parties

9. Packages

9.1 Every party lasts 90 minutes and is led by our coaches in the gym hall at St Thomas' Church.

9.2 Bronze: £225, up to 16 guests. 90 minutes of coach-led gymnastics, with 2 coaches.

9.3 Silver: £275, up to 20 guests. 90 minutes, made up of 60 minutes of coach-led gymnastics and 30 minutes in our food area for party food that you bring, with 2 coaches.

9.4 Gold: £300, up to 24 guests. 90 minutes, made up of 60 minutes of coach-led gymnastics and 30 minutes in our food area for party food that you bring, with 3 coaches. Party invitations and party bags are included.

9.5 Extra guests are £12.50 each, subject to space. Please ask when you book.

9.6 You are welcome to bring your own party food and drink.

10. Party times

10.1 Parties run at weekends, in the gaps between our classes:

- Saturday: 1:45pm to 3:15pm, or 3:30pm to 5:00pm
- Sunday: 11:15am to 12:45pm, or 1:00pm to 2:30pm

10.2 Food time for Silver and Gold is part of the 90 minutes, not extra time.

10.3 There are 15 minutes between parties to get ready for the next group, so please arrive on time and leave promptly at the end.

11. Booking, deposit and balance

11.1 Parties are booked on our booking portal, or by email or phone.

11.2 A £100 non-refundable deposit is needed to secure your date.

11.3 The balance is due 14 days before the party.

11.4 There is no late fee for parties.

12. Cancelling or changing a party

12.1 If you cancel a party, the £100 deposit is not refunded.

12.2 If you need to change the date, please give us at least 14 days' notice. Your deposit carries over once to the new date.

12.3 If we have to cancel, we will offer another date or a full refund, including the deposit.

13. Party rules

13.1 Every guest needs a consent form completed by their parent or carer before they go on the equipment. We send the party host a link to the form to share with guests before the party.

13.2 Please tell us about any medical needs or allergies among the guests before the party.

13.3 Guests must follow the coaches' instructions at all times.

13.4 The party host is responsible for guests when they are not on the equipment, including during party food. Parents or carers of guests under 5 stay for the party.

13.5 Food and drink are only allowed in the food area, never on the equipment or in the training area.

13.6 There is a car park on site. Please use the main church entrance.

13.7 Please wear sports clothes. Avoid denim, clothes with buttons and jewellery. Club kit is available, so please ask a coach if you would like some.

13.8 Please respect the venue and leave the food area as you found it.

06 Safeguarding Policy, Code of Conduct and Complaints Procedure

IN PLAIN ENGLISH

- British Gymnastics policy comes first. Concerns go to the Welfare Officer, Christine Bowker (welfare@greenheadgymnastics.co.uk, not the people who run the club. No Deputy yet; added once appointed.
- Code of Conduct for parents, gymnasts and coaches, and a simple complaints procedure: complaints to hello@, reply within 20 working days.

Where this policy and British Gymnastics policy differ, British Gymnastics policy and procedures apply.

Part A: Safeguarding Policy

1. Our promise

1.1 Every child and adult at Greenhead has the right to enjoy gymnastics safely, and to be treated with respect.

1.2 The welfare of the child always comes first.

1.3 Everyone has a part to play. Coaches, volunteers, parents, carers and gymnasts should all speak up if they are worried.

1.4 We take every concern seriously, however small it seems.

2. British Gymnastics comes first

2.1 Greenhead follows British Gymnastics safeguarding policy and procedures.

2.2 If anything in this policy is different from British Gymnastics policy, British Gymnastics policy applies.

2.3 British Gymnastics safeguarding information is at: https://www.british-gymnastics.org/safe-and-fair-sport/report-a-concern

3. Who this policy covers

3.1 All children (under 18) and adults who take part at Greenhead, including classes, squads, camps and parties.

3.2 All coaches, staff and volunteers.

3.3 Parents, carers and visitors while they are at Greenhead.

4. Who to speak to

4.1 Our Welfare Officer is Christine Bowker. You can contact her at welfare@greenheadgymnastics.co.uk with any concern about a child's welfare or about an adult's behaviour. This inbox is for welfare concerns only. We do not have a Deputy Welfare Officer yet, and will add their details here once one is appointed. The Welfare Officer's contact details are also shown on our website and on the noticeboard at the club.

4.2 Concerns are not routed through the people who run the club (Aaron and Vicky), the club committee or the coaches. Please always go to the Welfare Officer first. British Gymnastics is also available as the national route for safeguarding concerns, as set out in British Gymnastics policy (see 5.2).

4.3 A coach or the club committee can put you in touch with the Welfare Officer if you ask.

5. How to raise a concern

5.1 If a child or adult is in immediate danger, or a crime has been committed, call the police on 999. You can also contact your local children's services.

5.2 If there is no immediate danger, contact the Welfare Officer. The British Gymnastics Safeguarding Team on 0345 129 7129 is also available as the national route, as set out in British Gymnastics policy.

5.3 In either case, a British Gymnastics online incident form should also be completed: https://bg.vissro.com/public/bgcase.nsf/safeguarding-report

5.4 You do not need to be sure. If you are worried, speak up.

6. Concerns about an adult

6.1 Any concern or allegation about a coach, staff member, volunteer, parent or other adult should be passed to the Welfare Officer straight away.

6.2 The club will not investigate an allegation about an adult itself. We will not question the child, and we will not tell the adult about the concern unless British Gymnastics or the authorities say we should. We will follow British Gymnastics policy and procedures.

6.3 If the concern is about the Welfare Officer, contact the British Gymnastics Safeguarding Team (0345 129 7129) directly.

6.4 Where needed to keep children safe, an adult may be asked to step back from their role while a concern is looked at. This is a safety step, not a judgement.

7. If a child tells you something

7.1 Stay calm and listen.

7.2 Let them speak in their own words. Do not ask leading questions.

7.3 Do not promise to keep it secret. Explain that you may need to tell someone who can help.

7.4 Tell them they were right to tell you.

7.5 Write down what they said, in their words, as soon as you can, with the date and time. Sign it.

7.6 Pass it to the Welfare Officer straight away, or follow section 5 if the child is in danger.

8. What happens next

8.1 The Welfare Officer will record the concern and decide the next step, following British Gymnastics procedures.

8.2 This may include contacting British Gymnastics, children's services or the police.

8.3 British Gymnastics may work with the club, the person who raised the concern, and other agencies.

8.4 The person who raised the concern will be told what they can be told, while protecting everyone involved.

9. Recording

9.1 All concerns are written down, with facts kept separate from opinions.

9.2 Records are kept securely, and only the Welfare Officer can see them. They are kept for as long as British Gymnastics advises.

10. Confidentiality

10.1 Concerns are treated in confidence.

10.2 Information is only shared when it is necessary, proportionate and relevant, and only with people who need it to keep someone safe.

10.3 Keeping a child safe always comes before keeping information private.

11. Whistleblowing

11.1 Any coach, volunteer or parent who is worried about poor practice at Greenhead should raise it, even if it involves a colleague or a senior person.

11.2 You can raise it with the Welfare Officer, or directly with British Gymnastics.

11.3 Nobody will be treated unfairly for raising a concern honestly.

12. Safer recruitment and coach standards

12.1 All coaches, staff and volunteers in regular contact with children have an enhanced DBS check, renewed as British Gymnastics requires.

12.2 All coaches are British Gymnastics members and hold the right British Gymnastics coaching qualification for the sessions they lead.

12.3 All coaches complete safeguarding training, and refresh it as British Gymnastics requires.

12.4 British Gymnastics membership is required for every gymnast in all classes. Families sign up with British Gymnastics themselves and pay British Gymnastics directly. When you sign up, please choose the club name Greenhead Gymnastics Club.

12.5 References are taken up for new coaches and volunteers.

12.6 Guest coaches and cover coaches hold the same checks and qualifications as in 12.1 to 12.3. Outside providers who work with children at Greenhead follow this policy and the Code of Conduct, hold enhanced DBS checks, and are supervised by Greenhead coaches while they work with children.

13. Supervision

13.1 We follow British Gymnastics guidance on coach-to-gymnast ratios.

13.2 Children are supervised at all times while in our care.

13.3 A coach is never alone with a child out of sight of others. If one-to-one time is needed, it happens in full view.

13.4 Physical support (spotting) is only used when needed for safety or to teach a skill. Coaches explain it first.

13.5 Children are signed in and out where needed. Parents must collect children on time.

14. Changing rooms and toilets

14.1 Coaches and volunteers do not go into changing rooms or toilets while children are using them, except in an emergency. If they must, two adults go in together where possible.

14.2 Parents help young children in Gym Champs and Mini Squad to change and use the toilet. At camps, a coach waits outside and a parent is asked to help where needed.

14.3 No photos or phones are used in changing rooms or toilets, by anyone.

15. Photography and filming

15.1 We take photos and video as set out in our Privacy and Photo Consent policy, and respect opt-outs.

15.2 Parents may take photos of their own child during sessions. Please do not share images of other children online without their parents' permission.

15.3 Anyone else wishing to film or photograph must ask us first. Parents may film their own child only.

15.4 Children are always shown in suitable clothing, and their full names are not shared with their image.

16. Online contact and social media

16.1 Coaches and volunteers do not contact children directly online, by text, by WhatsApp or by social media.

16.2 Messages about a child go to the parent or carer. For gymnasts aged 16 and 17, a parent or carer is copied in.

16.3 Coaches do not follow or accept friend requests from gymnasts under 18 on personal accounts.

16.4 Club social media accounts are run by named people chosen by the club committee. Images are posted only from Greenhead accounts, using club devices, never from personal accounts or personal phones. All posts follow our photo consent rules.

17. Anti-bullying

17.1 Bullying is not accepted at Greenhead. This includes name-calling, leaving someone out, physical bullying and online bullying.

17.2 If you see or hear about bullying, tell a coach or the Welfare Officer.

17.3 We will listen to everyone involved, talk to the parents, and agree what happens next. Serious or repeated bullying may lead to a child's place being removed.

18. Review

18.1 This policy is reviewed every 12 months, or sooner if British Gymnastics guidance changes. Next review: 12 months after approval.

Part B: Code of Conduct

19. Parents and carers

19.1 Be positive and encouraging. Praise effort, not just results.

19.2 Let the coaches coach. Please speak to a coach after the session if you have a question.

19.3 Treat coaches, staff, other families and gymnasts with respect, in person and online.

19.4 Drop off and collect your child on time.

19.5 Tell us about any medical needs, injuries or changes to contact details.

19.6 Follow our photo and video rules.

19.7 Do not go onto the equipment or the training area unless invited.

19.8 Raise concerns calmly, through the right route.

20. Children and gymnasts

20.1 Listen to your coach and follow instructions.

20.2 Only go on equipment when a coach says you can.

20.3 Be kind and respectful to everyone.

20.4 Wear the right clothes. Club kit is available; ask a coach. Take off jewellery. Tie long hair back.

20.5 Tell a coach straight away if you are hurt or feel unwell.

20.6 Tell a coach, a grown-up you trust, or the Welfare Officer if anything worries you.

21. Coaches, staff and volunteers

21.1 Put the welfare of every gymnast first.

21.2 Follow British Gymnastics Standards of Conduct and safeguarding procedures.

21.3 Keep your DBS, British Gymnastics membership, qualifications, first aid and safeguarding training up to date.

21.4 Treat every gymnast fairly, whatever their ability, background or needs.

21.5 Never use shouting, humiliation, or exercise as punishment.

21.6 Keep professional boundaries. Never be alone with a child out of sight, and never contact children privately online.

21.7 Report any concern to the Welfare Officer straight away.

22. If the Code is broken

22.1 We will usually start with a friendly conversation.

22.2 If it happens again, or is serious, we will speak to the parent or carer and may give a written warning.

22.3 For serious or repeated breaches, a place may be removed. What happens to fees is set out in our Membership Terms, clause 16.3.

22.4 Any safeguarding concern is dealt with under Part A, not this section.

Part C: Complaints Procedure

23. Before you complain

23.1 Most worries can be sorted quickly by talking to the coach or to the club committee.

23.2 If your complaint is about safeguarding or the behaviour of an adult towards a child, do not use this procedure. Follow Part A, sections 5 and 6, straight away.

24. Making a complaint

24.1 Email hello@greenheadgymnastics.co.uk with your name, your child's name, what happened, when, and what you would like to happen.

24.2 If your complaint is about Aaron, email victoria@greenheadgymnastics.co.uk or contact the Welfare Officer.

25. What happens next

25.1 We will confirm we have received your complaint within 5 working days.

25.2 We will look into it fairly and may ask to speak to you.

25.3 We will give you a written reply within 20 working days. If it will take longer, we will tell you why.

26. If you are still unhappy

26.1 You can ask for your complaint to be looked at again by the Welfare Officer or an independent person.

26.2 If your complaint is about a breach of British Gymnastics Standards of Conduct, you can raise it with British Gymnastics. Their complaints pathway is shown on their website: https://www.british-gymnastics.org/safe-and-fair-sport/report-a-concern

26.3 We will never treat a child differently because their family has made a complaint.

07 Health, Medical Information, Accidents and First Aid

IN PLAIN ENGLISH

- Medical information, emergency medication, first aid consent, head injury rule, accident records.
- Adult health declaration for anyone 16 and over.

1. Health and medical information

1.1 When you book, please tell us about any medical condition, allergy, disability or additional need that could affect your child in a session. Examples are asthma, epilepsy, diabetes, heart conditions, allergies and recent injuries.

1.2 Please add this to your child's profile on the booking portal and tell the coach before the first session.

1.3 Please tell us straight away if anything changes.

1.4 We use this information only to keep your child safe. See our Privacy and Photo Consent policy.

2. Emergency contacts

2.1 Every child must have at least one emergency contact on the portal who can be reached during sessions. Two is better.

2.2 Please keep phone numbers up to date.

3. Medication

3.1 Children who need an inhaler, auto-injector (for example an EpiPen) or other emergency medication must bring it to every session, clearly labelled with their name.

3.2 Children keep inhalers in their bag at the side of the hall, and coaches know where they are.

3.3 Coaches do not give any medicine, including painkillers, except emergency medication such as an auto-injector or inhaler, with a parent's consent given on the portal.

3.4 If your child does not have their emergency medication, we may not be able to let them take part.

4. First aid

4.1 At least one first aider is present at every session, camp and party.

5. If there is an accident

5.1 The coach stops the activity and makes the area safe.

5.2 A first aider assesses the injury and gives first aid.

5.3 By booking, you agree that we may give first aid to your child and call 999 if needed. If your child needs hospital treatment and we cannot reach you in time, you agree that they may be taken by ambulance and treated. We will do this unless a parent or carer present tells us otherwise.

5.4 We contact the parent or carer as soon as we can.

5.5 If a child goes to hospital and no parent is present, a coach will go with them where possible and stay until a parent arrives.

5.6 For minor bumps, we will tell you at collection.

5.7 Any head injury is always reported to the parent, and the child sits out for the rest of the session.

6. Recording accidents and incidents

6.1 Every accident, injury or incident is written down on an accident form on the same day. This includes near misses.

6.2 The record notes what happened, when and where, who was involved, what first aid was given, and who was told.

7. Injuries and returning to training

7.1 Please tell us about any injury, even one that happened outside Greenhead.

7.2 After a serious injury, illness or operation, we may ask for confirmation from a doctor or physiotherapist that it is safe to return.

7.3 Coaches may adapt or limit activities while a gymnast recovers.

7.4 If a coach thinks a gymnast is not fit to train safely, they may ask them to sit out. This is for their safety.

7.5 Fees continue while a child is injured, unless notice is given to leave, except in the cases in our Refunds and Missed Classes policy. We do not pause or hold places; your

child can re-join when they are fit to train, subject to space.

8. Illness

8.1 Please keep your child at home if they are unwell or have an infectious illness.

8.2 If a child becomes unwell during a session, we will contact you to collect them.

Adult Health Declaration (16 and over)

For adults and young people aged 16 and over taking part in gymnastics at Greenhead. Please complete this before your first session. If you are under 18, a parent or carer should also sign.

Your details

Full name: _____

Date of birth: _____

Phone: _____

Emergency contact name and phone: _____

Health questions

Please answer Yes or No. If you answer Yes to any question, please speak to your doctor before taking part, and tell your coach.

1. Has a doctor ever told you that you have a heart condition, or that you should only do physical activity a doctor recommends? Yes / No

2. Do you get chest pain when you are active, or have you had chest pain in the last month when resting? Yes / No

3. Do you ever lose your balance because of dizziness, or have you ever fainted or blacked out? Yes / No

4. Do you have high blood pressure, epilepsy, asthma, diabetes or any other long-term condition? Yes / No

5. Do you have a bone, joint, back or neck problem that could get worse with exercise? Yes / No

6. Have you had an operation, injury or concussion in the last 12 months? Yes / No

7. Are you pregnant, or have you had a baby in the last 6 months? Yes / No

8. Are you taking any medication that could affect you during exercise? Yes / No

9. Is there any other reason you know of why you should not take part in physical activity? Yes / No

If Yes to any question, please give details: _____

Declaration and consent

I confirm that:

- the answers above are true to the best of my knowledge;
- I will tell Greenhead if my health changes;
- I understand that gymnastics carries some risk of injury, and I will follow the coaches' instructions;
- I agree that Greenhead may give first aid and call the emergency services if needed;
- I agree that Greenhead may keep this information to keep me safe, as set out in its Privacy Notice.

Signature: _____

Date: _____

Parent or carer signature (if under 18): _____

Parent or carer name: _____

08 Privacy Notice and Photo and Video Consent Policy

IN PLAIN ENGLISH

- Privacy notice for Greenhead Gymnastics Club Ltd: what we keep, why, who sees it and for how long.
- Data requests go to hello@. Photos and video are used unless a parent opts out, with an opt-out form.

Part A: Privacy Notice

1. Who we are

1.1 Greenhead Gymnastics Club Ltd ("Greenhead", "we") is responsible for the personal information described here. We are the data controller.

1.2 Address: St Thomas' Church, Station Road, Bradley, Huddersfield HD2 1US.

1.3 Contact for anything about your data: hello@greenheadgymnastics.co.uk or 01484 420262.

1.4 This notice covers families, gymnasts, adult members, camp and party bookers, and people who contact us. Our website has a separate short privacy and cookies page for website visitors.

2. What we collect

2.1 About parents, carers and adult members: name, address, email, phone numbers, emergency contacts, and payment records. Card details are held by our booking system's payment processor, not by us.

2.2 About children and gymnasts: name, date of birth, class, attendance, progress and coaching notes, and competition or British Gymnastics membership details where relevant.

2.3 Health information: medical conditions, allergies, medication, additional needs, injuries, and accident records. This is special category data, so we take extra care with it.

2.4 Safeguarding records: concerns and what was done about them.

2.5 Photos and videos, in line with the choices you give us (see Part B).

2.6 Messages you send us by email, phone or our website.

3. Why we use it, and our lawful basis

3.1 To run your child's place, take bookings and collect fees, including automatic monthly payments. Lawful basis: contract.

3.2 To keep children safe, give first aid and handle emergencies. Lawful basis: legitimate interests and, for health data, vital interests in an emergency and your consent.

3.3 To meet safeguarding duties and follow British Gymnastics procedures. Lawful basis: legitimate interests and legal obligation.

3.4 To keep accounts and tax records. Lawful basis: legal obligation.

3.5 To send club news and service messages about classes. Lawful basis: legitimate interests. Marketing messages are only sent where the law allows, and you can opt out at any time.

3.6 To take and use photos and videos for Greenhead marketing and coaching, in line with the choices in Part B. Lawful basis: legitimate interests, and you can opt out at any time.

4. Who we share it with

4.1 iClassPro: our booking, billing and parent portal system. It stores your account, booking, payment and medical information on our behalf.

4.2 Payment providers: iClassPro and its card payment processor take automatic monthly payments and other card payments for us. Any refunds or other payments go through our bank.

4.3 British Gymnastics: for membership, competitions and safeguarding.

4.4 Emergency services, children's services or the police, where needed to keep someone safe or required by law.

4.5 Our insurers (British Gymnastics insurance and our own insurer), if there is an accident or claim.

4.6 Our accountant.

4.7 The companies that host our email and website, and the social media platforms we post on.

4.8 We never sell your information.

4.9 Outside providers who run sessions with us only receive the health and contact information they need to keep children safe. They follow our Safeguarding Policy and Code of Conduct, hold enhanced DBS checks, and are supervised by Greenhead coaches while they work with children.

4.10 Some of the suppliers we use may store information outside the UK. Where they do, we only use them if they provide the legal safeguards UK data protection law requires.

5. How long we keep it

5.1 Account and contact details: while you are a member and for 12 months after you leave.

5.2 Payment and financial records: 6 years.

5.3 Medical information: while the child is a member and for 12 months after they leave.

5.4 Accident and incident records: as advised by our insurers.

5.5 Safeguarding records: as British Gymnastics advises.

5.6 Photos and videos: until you opt out or ask us to stop using them.

5.7 Enquiries from people who do not join: 12 months.

6. Keeping it safe

6.1 Only people who need information to do their job can see it.

6.2 Health and safeguarding information is only seen by those who need it to keep a child safe.

6.3 Paper forms, such as accident forms, are kept locked and shredded when they are no longer needed.

7. Your rights

7.1 You can ask to see the information we hold about you or your child.

7.2 You can ask us to correct it, delete it, or limit how we use it.

7.3 You can object to how we use it, and withdraw consent at any time where we rely on consent.

7.4 Some rights have limits. For example, we must keep financial records, and we may need to keep safeguarding records.

7.5 Children aged around 12 and over can usually make their own requests about their data, with a parent or carer involved where appropriate.

8. Making a request

8.1 Email hello@greenheadgymnastics.co.uk with your request. We may need to check your identity.

8.2 We will reply within one month. Requests are free in most cases.

9. Complaints

9.1 If you are unhappy with how we use your information, please tell us first.

9.2 You can also complain to the Information Commissioner's Office (ICO), the UK's data protection regulator, at ico.org.uk.

10. Changes

10.1 We will update this notice when things change and tell you about important changes.

Part B: Photo and Video Consent Policy

11. Our approach

11.1 We take photos and video at Greenhead and use them for Greenhead marketing, for example on social media and our website, unless you opt out. Parents and carers opt out for children. Adults aged 18 and over opt out for themselves.

11.2 To opt out, email hello@greenheadgymnastics.co.uk. If we do not hear from you, we may use photos and video.

11.3 You can change your choices at any time by emailing hello@greenheadgymnastics.co.uk. We will stop using images from the date we hear from you, but cannot recall printed items already given out or posts already shared by others.

12. Your choices

We may use photos and video for the uses below. Please tick any you do NOT want us to use your child's images for. You can tick as many or as few as you like. If you tick nothing, we may use them.

- [ ] Club use: photos and video used inside the club, for example on noticeboards or in certificates.
- [ ] Social media: photos and video on Greenhead's social media pages (Facebook and Instagram).
- [ ] Website: photos and video on greenhead-gymnastics.org.uk.
- [ ] Coaching video analysis: video taken during sessions so coaches and gymnasts can review technique. These clips are not published. They are deleted after 30 days unless the family agrees to keep them.
- [ ] All of the above: please do not take or use any photos or videos of my child.

Child's name: _____

Parent or carer name: _____

Signature: _____ Date: _____

13. How we use images

13.1 We never use a child's full name with their image.

13.2 Children are always shown in suitable sports clothing, in suitable poses.

13.3 No photos or filming in changing rooms or toilets.

13.4 Photos and videos are taken, stored and posted on club devices and Greenhead accounts only, and stored securely.

13.5 We check opt-outs before we post or print any image.

14. Parents and visitors taking photos

14.1 You are welcome to take photos of your own child, unless we ask you not to at a particular time.

14.2 Please do not post images of other children without their parents' permission.

14.3 Anyone else, including professional photographers, must ask Greenhead first.

14.4 At competitions and events, British Gymnastics and event rules on filming apply.

09 Free Trial Rules

IN PLAIN ENGLISH

- The first trial session is free (one per child), confirmed once we approve it, usually the same day. Car park on site; use the main church entrance.
- What to wear (leotard or fitted sports clothes, bare feet). Club kit is available; please ask a coach. Parents can stay and watch.

1. What the trial is

1.1 Your child's first trial session is free, for any of our classes.

1.2 It is a chance for your child to try the class, meet the coaches, and for us to check the class is the right fit.

1.3 There is no obligation to join.

2. Booking a trial

2.1 Parents and carers book trials on our booking portal: https://portal.iclasspro.com/greenhead. Create an account, add your child, then choose a class and book the trial.

2.2 Your trial is confirmed once we approve it, usually the same day, and you will get a confirmation email.

2.3 There is one free trial per child.

2.4 If you cannot come, please cancel on the portal or let us know, so another child can have the space.

3. Age and ability

3.1 Each class has an age range and level, shown on the portal. Please choose the class that matches your child's age. If you are not sure, email hello@greenheadgymnastics.co.uk and we will help.

3.2 We may move a trial to a different class if another one suits your child's age or ability better. If we do, we will let you know before the session.

3.3 Competition squads are by invitation or assessment, so they are not booked as a trial.

4. What to wear and bring

4.1 Comfortable, stretchy sports clothes, such as a leotard, or shorts or leggings with a fitted T-shirt. Please avoid denim and clothes with buttons. Club kit is available, so please ask a coach if you would like some.

4.2 Gymnasts train in bare feet.

4.3 Please remove jewellery and tie long hair back.

4.4 Bring a drink of water and any medication your child needs, such as an inhaler.

4.5 Please tell us about any medical needs or allergies when you book.

5. On the day

5.1 Please arrive 10 minutes before class. We are at St Thomas' Church, Station Road, Bradley, Huddersfield HD2 1US. There is a car park on site. Please use the main church entrance.

5.2 Parents are welcome to stay and watch from the viewing area.

6. After the trial

6.1 If your child enjoyed it, you can join the class on the portal, subject to space.

6.2 The £25 registration fee is charged when your child first joins, and then every 12 months, unless it is waived as part of an offer. There is no welcome-back offer. British Gymnastics membership is also needed, paid to British Gymnastics directly. When you sign up, please choose the club name Greenhead Gymnastics Club.

6.3 Monthly fees are then taken automatically on the 1st of each month. Fees, notice and other rules are in our Membership Terms and Conditions.

6.4 If the class was not quite right, we will be happy to suggest another.

10 All-Families Email: Our Club Policies

IN PLAIN ENGLISH

- A short email for you or Vicky to send from iClassPro once the policies page is live. No bot sends it.

Subject: Our club policies are now online

Hi everyone,

We've written our club policies out clearly so they are easy to read. You can read them all here: greenhead-gymnastics.org.uk/policies

Please log in to the booking portal and accept them when you next get a moment. It only takes a minute:

https://portal.iclasspro.com/greenhead

If you have any questions at all, just email us at hello@greenheadgymnastics.co.uk or call 01484 420262 and we'll be happy to help.

Thank you,

The Greenhead Gymnastics team

Greenhead Gymnastics Club Ltd. Approved by Aaron Sheehan, 19 November 2026; effective 19 November 2026.
hello@greenheadgymnastics.co.uk. 01484 420262