



CHEL TENHAM & GLOUCESTER
GYMNASTICS CLUB

Welcome to
CHELTENHAM & GLOUCESTER
GYMNASTICS CLUB

— MEMBER HANDBOOK —



Member Handbook

Version 1.0

CONTENTS

- 1. WELCOME**
- 2. GETTING STARTED**
- 3. MEMBERSHIP & PAYMENTS**
- 4. OUR PROGRAMMES**
- 5. COMING TO THE CLUB**
- 6. ILLNESS & ATTENDANCE**
- 7. PROGRESS & DEVELOPMENT**
- 8. COMMUNICATION**
- 9. A YEAR AT CGGC**
- 10. FREQUENTLY ASKED QUESTIONS (FAQ)**
- 11. GET IN TOUCH**

This handbook should be read alongside Cheltenham & Gloucester Gymnastics Club's Terms & Conditions. Where there is any conflict between the two documents, the Membership Terms & Conditions shall take precedence.

WELCOME

Welcome to Cheltenham & Gloucester Gymnastics Club.

We're delighted you've chosen to join Cheltenham & Gloucester Gymnastics Club and look forward to welcoming you and your family to our community.

Whether your child is taking their very first gymnastics class or already dreams of one day competing, our aim is to provide a safe, enjoyable and inspiring environment where every participant can develop confidence, learn new skills and achieve their own personal goals.

This handbook has been created to help you get the most from your membership. Inside you'll find practical information about how the Club operates, what to expect from classes and answers to many of the questions we're commonly asked.

Our Philosophy

At Cheltenham & Gloucester Gymnastics Club, we believe that gymnastics is about far more than learning skills.

For the vast majority of our members, gymnastics is an opportunity to build confidence, improve fitness, develop coordination, make friends and enjoy being active in a positive and supportive environment.

Whilst participants will make steady progress and learn a variety of gymnastics skills, recreational classes are not designed to accelerate children through increasingly advanced skills as quickly as possible. Instead, our structured programme focuses on developing strong foundations, excellent technique, physical literacy and confidence, allowing each child to progress safely at a pace that is appropriate for their age, ability and stage of development.

Every child learns differently. Some skills may take a single lesson to achieve, while others may take many weeks or even months of practice. This is completely normal and is an important part of learning gymnastics.

Our goal is that every child leaves each session having enjoyed themselves and developed a little further than the week before.

What Success Looks Like

Success at CGGC isn't measured only the skills a child can perform.

We celebrate every achievement, including:

- having the confidence to try something new;
- improving strength, balance and coordination
- demonstrating resilience and perseverance;
- supporting teammates and showing respect for others;
- developing safe and correct technique; and
- most importantly, enjoying gymnastics.

For those who demonstrate exceptional ability, commitment and potential, opportunities to progress into our competitive squad programme may become available in the future through our invitation-based pathway.

HOW TO HELP YOUR CHILD GET THE MOST FROM GYMNASTICS

- Encourage regular attendance to help your child make steady progress
- Praise effort, not just achievements, to help your child enjoy learning
- Encourage your child to speak directly with their coach to build independence
- Celebrate your child's effort and perseverance, recognising that every attempt is a step forward
- Allow time to practice and learn, remembering that everyone develops at their own pace

GETTING STARTED

Step 1 – Book a Trial Session

The best way to discover whether gymnastics is right for your child is by attending a trial session.

Trial sessions can be booked online through our website (<https://www.cggcgymnastics.com/>) and are subject to availability. Once your booking has been confirmed, we'll send you all the information you need before you arrive.

Step 2 – Prepare for your Trial Session

To help your child enjoy their first session, please ensure you arrive 5-10 minutes before the class start time with:

	A clearly labelled water bottle Water only, please. Squash, fizzy drinks and other beverages are not permitted in the gym.
	Suitable Clothing Comfortable sports clothing such as a T-shirt, shorts, leggings or a vest top is ideal. Clothing should allow your child to move freely and safely without belts/tassels.
	Long hair tied back Long hair should be securely tied back into a bun before entering the gym.
	Jewellery removed For safety reasons, all jewellery should be removed before taking part.



Ready to have fun!

Most children are a little nervous before their first class – that's completely normal. Our coaches can help them settle in and enjoy their session.

TOP TIP!

It's perfectly normal for children to feel nervous during their first session. Encourage your child to speak with their coach, answer simple questions themselves and become involved from the start. Our coaches are experienced in helping nervous children settle, and by working together we can help build their confidence and independence much more quickly.

Step 3 – Enjoy Your Trial

Your child's trial session is an opportunity to experience the club, meet our coaches and discover what gymnastics is all about.

There's no pressure to make an immediate decision, we simply want your child to have fun and enjoy the experience.

Step 4 – Joining the Club

If your child enjoys their trial and you'd like to continue, we'll hold their place in the class for **24 hours**.

To secure the place, simply complete your registration through **JustGo**, our online membership platform.

As part of the sign-up process, you'll be instructed to do the following:



Purchase the CGGC Club Membership

This is due upon joining and costs £20.00/year, renewing every January. If you join part-way through the year, your first payment will be calculated pro-rata.



Purchase the appropriate British Gymnastics Membership (Insurance)

This is due upon joining and renews every 12-months. The price depends on the child's age and class level.

CHELTENHAM & GLOUCESTER GYMNASTICS CLUB

Community	Competitive	National	Enhanced	Sport Support Services
*£7 discount for preschool children • Preschool • Recreational gymnast • Judge • Club manager /administrator • Welfare officer • Young leader • Helper	• Competitive gymnast	• National+ gymnast • Assistant coach	• Coach • Activity instructors • Complimentary members	• Anyone providing ancillary services to British Gymnastics members
£26	£63	£80	£110	£5

CGGC CLUB UNIFORM

Once your child joins the Club, they will be required to wear the approved Club uniform (excluding Parent & Child classes). Our uniform has been chosen with safety in mind, reducing the risk of loose clothing becoming caught on apparatus and allowing coaches to safely observe technique and provide effective support throughout the session.



MEMBERSHIP & PAYMENTS

Becoming a Member

Once your trial session is complete, becoming a member is quick and straightforward. To participate in our weekly classes, every gymnast is required to have:

- **A Class Payment Plan** (through **JustGo**)
- **CGGC Club Membership**
- **British Gymnastics Membership** (Insurance)
- **Club Uniform** (except Parent & Child Classes)

These elements work together to ensure your child is fully registered, insured and ready to enjoy everything the Club has to offer.

Class Payment Plan

Your child's weekly gymnastics classes are paid for through a monthly **Class Payment Plan**.

Rather than paying only when classes take place, the annual cost of your child's classes is spread evenly across 12 equal monthly payments. This keeps payments consistent throughout the year while ensuring your child's place remains reserved.

Our Class Payment Plan means:

- Your payment remains the same each month.
- School holiday closures are already included.
- There are no larger payments during longer school terms.
- Your child's place remains reserved each week.

Paying for Your Class Plan

Payments are collected automatically through **JustGo** using your chosen debit or credit card. A valid debit or credit card must be linked to your **JustGo** account at all times to enable the automatic collection of your monthly Class Payment Plan. It is your responsibility to ensure your payment details remain accurate and up to date.

You'll receive an email each month confirming whether your payment has been successful.

Failed Payments

If your monthly **Class Payment Plan** payment is unsuccessful, **JustGo** will automatically attempt to collect the payment again over the following days. You'll receive an email notification after each unsuccessful attempt, giving you the opportunity to update your payment details if required.

If your child attends a class while there is still an outstanding balance on your account, the outstanding amount must be paid before they can participate in the session.

Payments can be made quickly and securely at the Club using a debit or credit card. Once the outstanding balance has been paid, your **Class Payment Plan** will resume from the next scheduled monthly collection date.

If payment remains outstanding and we are unable to contact you, your child's place may be withdrawn and offered to another family on our waiting list.

Annual Memberships

As a member of the Club, your child will hold two annual memberships

1. CGGC Club Membership

The CGGC Club Membership provides membership of Cheltenham & Gloucester Gymnastics Club and supports the continued development and operation of the Club.

2. British Gymnastics Membership

British Gymnastics Membership provides your child's insurance and membership with our National Governing Body. This is required for all gymnasts following their trial period.

Both memberships renew annually and are automatically added to your basket and attached to your profile when booking classes through **JustGo**.

Club Uniform

Once your child becomes a member of Cheltenham & Gloucester Gymnastics Club, they will be required to wear the approved Club uniform for all regular classes (*excluding Parent & Child sessions*).

Our uniform has been carefully chosen with **safety, comfort and performance** in mind. Unlike loose-fitting clothing, gymnastics attire allows children to move freely while reducing the risk of clothing becoming caught on apparatus, particularly the bars. It also enables our coaches to clearly observe body position and technique, allowing them to provide safer and more effective coaching.

Wearing a shared Club uniform also helps create a sense of belonging and pride, ensuring every gymnast feels part of the CGGC community.

Club uniform can be purchased from Reception before or after your child's class. Our coaching team will be happy to help you find the correct size and answer any questions you may have.

OUR PROGRAMMES

Parent & Child (Walking – 3 Years)

A fun introduction to movement where parents accompany their child around the gym, encouraging confidence, balance and coordination through exploration and activities.

- Parent participation
- Structured class
- Builds confidence & independence
- **School term-time only**

Preschool (3 – 4 Years)

Children begin taking part independently while developing listening skills, coordination and the fundamental movements needed for gymnastics.

- Smaller groups
- Structured class
- Preparation for recreational classes
- **School term-time only**

Recreational Classes (Year R – Year 5)

Our recreational programme is designed for children who enjoy gymnastics and want to develop skills whilst having fun. Throughout the year there are opportunities to take part in Competitions, Challenges and work through our Badge Scheme.

- Progressive skill development
- Structured class
- Competitions, Challenges & Badge Scheme
- **School term-time only**

Senior Classes (Year 6+)

Our Senior Gymnastics classes are structured sessions focused on helping gymnasts achieve their own personal goals. With guidance from our coaches, participants work towards improving skills, strength and confidence at a pace that suits them. Throughout the year, there are also opportunities to take part in challenges and our annual Club Championships, where gymnasts can create and perform their own routines.

- Progressive skill development
- Structured class
- Competitions & Challenges
- **School term-time only**

COMPETITION SQUADS

For gymnasts who demonstrate the ability, commitment and enthusiasm for competitive gymnastics, Cheltenham & Gloucester Gymnastics Club offers a number of competitive squad programmes across Women's Artistic, Tumbling and Aerobic Gymnastics.

Our squads train more frequently than recreational classes and work towards regional and national competitions throughout the year.

Places within our squad programme are by invitation only. From time to time, we also hold Open Squad Assessment Sessions, giving all interested gymnasts the opportunity to be considered.

Factors we take into consideration:

- Natural ability and potential
- Age and stage of development
- Strength, flexibility and physical readiness
- Commitment and attendance

- Attitude, coachability and willingness to learn
- Confidence and readiness for competitive gymnastics

Holiday Camps (Age 5+)

Our popular Holiday Camps are a fantastic way for children to stay active, learn new skills and make friends during the school holidays.

Each camp combines structured gymnastics coaching with fun games, challenges and activities, creating an enjoyable experience for children of all abilities.

Whether your child is a current member or simply wants to try gymnastics during the holidays, our camps provide a safe, friendly and energetic environment led by our experienced coaching team.

Open Gym (Age 7+)

Open Gym offers a more relaxed gymnastics experience, allowing participants to enjoy the gym at their own pace.

Unlike our structured classes, Open Gym provides supervised access to a wide range of equipment, giving children the freedom to practise skills they already know, explore new challenges and simply enjoy being active.

Our qualified coaches are always present to supervise, ensure safety and offer guidance where appropriate, but the session is intentionally less structured than a regular gymnastics class.

COMING TO THE CLUB

Address:

[Unit 5](#)
[Chancel Close](#)
[Gloucester](#)
[GL4 3SN](#)

Parking:

Please park considerately and be mindful of our neighbouring businesses and residents.

Vehicles can be parked curbside along Chancel Close – so long as they are not obstructing access to our neighbouring businesses. We also have a small car park dedicated to CGGC, this can be found [here](#).

Please don't be offended if a member of staff asks you to move your vehicle. We work hard to maintain positive relationships with our neighbouring businesses and residents, and occasionally need to ask drivers to park in a different location to help keep access routes clear and minimise disruption. We greatly appreciate your understanding and support.

Arrival:

We recommend arriving approximately **5 minutes before** your scheduled class.

Please avoid arriving significantly earlier, as coaches may already be supervising another class and may not be available to admit participants immediately. More spaces to park your car will also become available as the previous class leaves.

Children should remain under the supervision of their parent or guardian until their class begins.

Parents & Spectators

Parents are welcome to use our viewing area during classes, subject to available space. To help ensure as many families as possible can watch, we kindly ask that viewing is limited to **one spectator per gymnast** wherever possible.

To provide the best learning environment, we ask parents and spectators to allow our coaches to lead the session without interruption. If you need to speak with a coach, please wait until the end of the class wherever possible.

Whilst watching, please avoid distracting participants by calling out, waving, attempting to gain their attention or engaging them in conversation, including during water breaks. These moments are an important part of the lesson, and allowing gymnasts to remain focused helps them get the most from their training.

For safeguarding and safety reasons, parents and visitors must not enter the gymnastics area unless invited to do so by a member of staff.

Buggies & Pushchairs

Unfortunately, we do not have suitable storage space for buggies or pushchairs.

Where possible, please avoid bringing them to the Club. They must not be left in entrances, walkways or emergency escape routes where they could obstruct access or create a safety hazard.

Food & Drink

Every participant should bring a clearly labelled water bottle to each session.

Water only, please. Squash, fizzy drinks and other beverages are not permitted within the gymnastics area.

Food, sweets and chewing gum must not be consumed during classes unless required for medical reasons.

Toilets

We recommend that children use the toilet before their class begins, particularly younger participants.

This helps minimise interruptions and allows them to get the most from their session.

TOILET INDEPENDENCE

If your child is not yet toilet independent, or may need help using the toilet during their session, a parent or guardian must remain on site for the duration of the class. Our coaches are unable to assist children with personal care or toileting.

Communication

The majority of our communication is sent by email and through our membership platform, **JustGo**. Please ensure your contact details remain up to date and check your emails regularly so you don't miss important club news, timetable changes or event information.

Photography

Photography may only take place when authorised by the Club. Full details can be found in our **Photography, Filming & CCTV Policy**.

ILLNESS & ATTENDANCE

The health and wellbeing of all our members is extremely important to us. If your child is unwell, please consider whether they are well enough to participate safely and whether attending could put other children or staff at risk.

As a general rule, if your child has a high temperature, is vomiting, has diarrhoea or feels too unwell to fully participate, they should remain at home until they have recovered.

The table below provides guidance on some of the most common childhood illnesses.

Illness	Attend?	Guidance
Sickness / Vomiting	✗ No	May return 48 hours after the last episode of vomiting.
Diarrhoea	✗ No	May return 48 hours after the last episode of diarrhoea.
High Temperature (38°C+)	✗ No	Return once your child is fever-free (without medication) and well enough to fully participate.
Headache	⚠ Usually No	A mild headache may be manageable, but if your child has a persistent headache, fever, dizziness, vomiting or generally feels unwell, they should remain at home until recovered.

Cold / Runny Nose	✔ Yes	Children may attend if they feel well enough to take part and do not have a fever.
Cough	✔ Yes	A mild cough is usually fine. If your child is struggling with breathing, has a persistent cough or feels unwell, please keep them at home.
Conjunctivitis	✔ Yes*	May attend once treatment has started (where appropriate). Encourage regular hand washing and avoid rubbing the eyes.
Earache	⚠ Usually No	If pain is affecting your child's ability to participate or they feel unwell, they should remain at home.
Sore Throat / Tonsillitis	⚠ Usually No	If accompanied by a fever or your child feels generally unwell, they should remain at home until recovered.
Chickenpox	✗ No	Return only when all spots have crusted over .
Scarlet Fever	✗ No	Return 24 hours after starting antibiotics and well enough to participate.
Impetigo	✗ No	Return once lesions have crusted over or 48 hours after starting antibiotic treatment .
Ringworm	✔ Yes*	May attend once treatment has started . Cover affected areas where practical.
Head Lice	✔ Yes*	May attend provided treatment has been started . Please continue treating as necessary.
Threadworms	✔ Yes*	May attend provided treatment has been started . Good hand hygiene needs to be maintained.
Minor Limb Injury	✔ Yes*	Some children can still take part. Please speak to the coach beforehand as activities may need to be adapted. If your child cannot safely participate, they should remain at home.

Common sense should always prevail. Even where this guidance indicates that attendance is usually appropriate, if your child is clearly unwell or unable to fully participate in the session or focus, please keep them at home until they have recovered.

If you're ever unsure whether your child should attend, please contact us before travelling, we'll be happy to advise.

The Club reserves the right to refuse participation where we believe a child is too unwell to safely take part or where attendance may present a risk to other members.

PROGRESS & DEVELOPMENT

Gymnastics is a journey, and every child progresses at their own pace. At Cheltenham & Gloucester Gymnastics Club, we focus on developing confident, capable and happy gymnasts by building strong foundations before introducing more advanced skills.

Success isn't about learning the biggest skills the quickest, it's about enjoying the journey, developing confidence and achieving personal milestones along the way.

Learning Through Gymnastics

Throughout their time with us, children will develop:

Confidence – trying new skills and believing in themselves.

Strength & Fitness – improving balance, coordination, flexibility and physical literacy.

Teamwork & Respect – encouraging others, listening to coaches and working positively within a group.

Resilience – understanding that progress takes practice, perseverance and determination.

Goal Setting – celebrating personal achievements and working towards new challenges.

Badge Scheme

Our recreational gymnastics programme (Year R – Year 5) follows a structured badge scheme designed to reward progress and encourage continual development.

Each badge focuses on age-appropriate skills, allowing gymnasts to work towards achievable goals while building the strength, flexibility and technique needed for future progression.

Badges are assessed by our coaching team throughout the year and are presented during our annual presentation week.

Club Championships

Our annual **Club Championships** are the highlight of the recreational gymnastics calendar, giving our highest-achieving badge gymnasts the opportunity to experience a fun, exciting and professionally organised gymnastics competition.

Throughout the year, gymnasts work towards developing their skills through our badge scheme. At the end of the assessment period, the highest-scoring gymnasts from each class are invited to compete in the Club Championships, where they perform routines and compete for medals and awards within their age group.

For many participants, this is their first experience of competitive gymnastics and provides a fantastic opportunity to perform in front of family and friends, celebrate their achievements and enjoy the excitement of competition in a supportive club environment.

“Success isn’t measured by how quickly a child learns a skill, but by the confidence they gain, the friendships they build and the enjoyment they find along the way.”

COMMUNICATION

Staying Connected

We regularly share important information about classes, events and Club activities throughout the year.

To ensure you don't miss anything, please make sure your contact details remain up to date and check your messages regularly.

JustGo

Our membership platform allows you to:

- View your membership
- Manage payments
- Update personal details
- Book classes and holiday activities
- Receive important notifications

Email

Most important communications are sent by email, including:

- Club news
- Holiday dates
- Event information
- Competition entries
- Payment notifications
- Timetable updates

Please check your inbox (and junk folder) regularly.

Website

Our website contains:

- Timetables
- Prices
- Booking links
- Public documents
- Holiday activities
- News
- Contact information

www.cggcgymnastics.com

Social Media

Follow us on social media to keep up to date with:

- Club news
- Achievements
- Holiday camps
- Events
- Photos
- Competitions

Facebook



Instagram



A YEAR AT CGGC

Autumn Term (September – December)

A fresh start!

September marks the beginning of our new gymnastics year.

During this term you can expect:

- New members joining the Club
- New badge cycle begins
- Gymnasts settling into new classes
- Christmas Holiday Camps

Spring Term (January – March)

Building skills and confidence.

As the year progresses, gymnasts continue working through our structured programme and start learning their badge skills – a set of 25 skills split across apparatus. They get progressively harder each year.

During this term you can expect:

- Continued skill development

- Introduction of badge skills
- CGGC Membership renewal (January)
- Easter Holiday Camps

Summer Term (April – July)

Celebrating achievement.

The final term is packed with opportunities to celebrate everything our gymnasts have achieved.

During this term you can expect:

- Badge skill learning & assessment (Year R – Year 5)
- Badge presentations (Year R – Year 5)
- Club Championship Competition (Year R – Year 6+)
- Summer Holiday Camps
- Graduation for next year of classes

GOOD TO KNOW

We'll always give plenty of notice for important events, competitions and holiday activities through **JustGo**, email and our social media channels.

FREQUENTLY ASKED QUESTIONS (FAQ)

How do I book a trial session?

Trial sessions can be booked online through our website. Simply choose the class for your child's age.

What should my child wear for their trial?

Comfortable sports clothing such as a T-shirt, shorts, or leggings is perfect for a trial session. Please ensure long hair is tied back, jewellery is removed and your child brings a water bottle containing water only.

What happens after the trial?

If your child enjoys their trial, you can sign up to a monthly class plan via our website.

Can my child move to a different class?

Yes, where spaces are available. Please email the Club and we'll be happy to explore suitable alternatives.

What happens if my child misses a class?

Unfortunately, missed classes cannot be refunded or transferred. Your Class Payment Plan reserves your child's place each week, regardless of attendance.

Can my child attend more than one class each week?

Yes, provided there is availability and the additional class is suitable for your child. Each additional class is added to your child's **Class Payment Plan** and charged at the applicable class fee.

You do not need to purchase an additional CGGC Club Membership or British Gymnastics Membership, as these cover your child's membership and insurance regardless of how many classes they attend.

My child is nervous. What should I do?

This is completely normal. Our coaches are experienced in helping children settle into gymnastics at their own pace. We encourage parents to remain positive and allow children to build confidence and independence over time.

Can I watch my child's class?

Yes. Parents are welcome to use our viewing area, subject to available space. To maximise seating, we kindly ask that viewing is limited to one spectator per gymnast wherever possible. If the viewing area reaches capacity, additional parents will need to wait outside.

Can I speak to the coach during the class?

Please wait until the end of the session. This allows our coaches to remain focused on delivering a safe and enjoyable lesson for all participants.

How do I update my payment details?

You can update your payment card and personal details at any time by logging into your JustGo account.

How do I cancel my class?

Please refer to our Membership Terms & Conditions for details of the required notice period and cancellation procedure.

Can anyone join a competition squad?

Competition squads are by invitation only. From time to time, we also hold Open Squad Assessment Sessions, allowing interested gymnasts to be considered.

Do you run sessions during the school holidays?

Our regular classes pause during the school holidays and we run a variety activity camps and open sessions. These are subject to availability and are open to both members and non-members.

My child has a medical condition. What should I do?

Please ensure all relevant medical information is recorded on your JustGo account and inform the Club of any changes. This helps our coaches provide the safest possible environment.

If your child requires emergency medication (such as an inhaler or EpiPen), it must be **in date** and brought to **every class**. Please ensure all medical information is kept up to date on your JustGo account so our coaches have access to the most accurate information.

What happens if a class has to be cancelled?

Very occasionally we may need to cancel a class due to circumstances beyond our control, such as severe weather, staff illness or facility issues. Where possible, we'll always provide as much notice as we can and communicate any arrangements by email or through JustGo or email.

Still have a question?

If you can't find the answer you are looking for, our team will be happy to help. Please get in touch.

GET IN TOUCH

We're always happy to help!

Whether you have a question about classes, memberships, holiday activities or. Your child's gymnastics journey, our friendly team is here to support you.

Visit Us

Cheltenham & Gloucester Gymnastics Club
Unit 5
Chancel Close
Gloucester
GL4 3SN

Contact Us

Email: admin@cggcgymnastics.com

Phone: 07434815582

Website: www.cggcgymnastics.com

Email is generally the quickest way to contact us. As our coaching team are busy delivering classes throughout the day, we're not always able to answer the telephone immediately. We aim to respond to emails as soon as possible during our normal office hours.

Thank you for choosing Cheltenham & Gloucester Gymnastics Club. We can't wait to be a part of your child's gymnastics journey!



Document Information

Document Number	PD.02
Document Title	Member Handbook
Version	1.0
Effective Date	27/07/2026
Next Review Date	27/07/2028
Signed	<i>Martin Higgins</i>
Name	Martin Higgins

Version History

Version	Date	Description of Changes
1.0	27/07/2026	Initial issue