



## **1. Safe Return to RDGC Ltd Gymnastics (Parents and staff Phase 3) – Covid 19 Safe measures implementation and session arrangements Parents and staff Guidance Document**

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### **Further documents to read included in your Covid return to RDGC Gym Pack are:**

2. British Gymnastics Return to gymnastics - Parents guide
3. Gymnasts PPT covid key areas
4. British Gymnastics Return to training – Gymnasts guide
5. Safe Prevention – Statement for Coaches 28.7.20
6. Members' Handbook (please note there will be changes to these standard operating procedures during covid)
7. Members' Policy booklet (please note there will be changes to these standard operating policies due to covid)

Within this Safe Return to RDGC Ltd Gymnastics - there are 2 documents.

*Please note this information may be subject to change and we will advise accordingly to parents.*

#### **Document 1 - Pages**

Parents' Information – Safe measures and session arrangements – phase 3

#### **Document 2 - Pages**

RDGC Ltd Covid 19 Implementation and special arrangements document

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## **Document 1**

### **Parents' Information – Safe measures and session arrangements - phase 3**

**Whilst parents need to share this information with their child, please do note that the induction classes as we return will cover and practice any new drill or procedures that gymnasts need to follow, so they do not need to worry or try to remember all the measures. We will educate, help and kindly remind them until it simply becomes the new normal!**

- 1- All new rules must be adhered to without any negotiation to protect staff and members.
- 2- The Government has relaxed the under 11 social distancing, however indoor gymnastic centres are required to continue social distancing measures until such time as guidance changes from our governing body.
- 3- In phase 3, 2 metre social distancing measures will be in place on opening for gymnasts, staff and parents.
- 4- Anyone unable to follow and be guided by the new rules set by the risk assessor and Covid officer may not be ready to return to the new socially distanced classes and will be asked to leave but made very welcome when it is assessed that they are ready to return.
- 5- A senior Covid Officer – Tamsin Jones has been trained and put in place to oversee and importantly continue to review operations
- 6- All qualified UKCC staff have been certified on the course of WSA Covid Club Training.
- 7- All staff have received back to work induction and Covid safe measures training before returning to work.
- 8- Ratios of qualified coaches to gymnasts with social distancing measures are in place.
- 9- Capacity (using the governing body calculator) allows for a maximum of 28 in the warm up area in our facility as we open phase 3. However, taking into account walkways to the toilet, free movement to carry out gymnastics and capacity to continue to train our assistant academy coaches, RDGC will open in phase 3 with a limit of 16 gymnasts plus staff.
- 10- The Gym is to be fogged each night with disinfectant in addition to our cleaning procedures that take place both before, during session as required and sessional changeover.
- 11- A new fresh air ventilation system has been installed which provides a full air change every 6 minutes. Along with the capacity calculation (useable indoor space) with minimum of 3.05mx3.05m per person this will increase the typical current 101s/p flow rate of ventilation to at least 201/s/p as fewer people are being served by the ventilation system.
- 12- We will be following the same protocol for lift sharing that is being requested by your school so that we can limit transmission in that way also. So please adhere to the same arrangements and government guidance as we re-open. We also require the adult responsible for the child to declare self-assessment when dropping off and this could prove ineffective with lift sharers so at RDGC we encourage parents to drop off their own child to class.
- 1- Temperature checks require a consent , therefore we will not be taking temperatures of children at this time. Our governing body requests the Club obtains a self-assessment declaration from parents that they do not have the following symptoms before travelling to the gym. This can be



confirmed verbally to the marshal on handover from the car along with any messages you wish to relay to the coaches or senior Covid officer on duty. Please ensure that they do not have:

- A temperature above 37.8 degrees with the chest or back being hot to touch
- A persistent cough that lasts for an hour or more or 3 episodes in the last 24 hours
- A loss of taste or smell
- Any family member isolating with suspected symptoms or confirmed symptoms of Covid-19.
- A requirement to quarantine following a holiday

Should a member of your household show symptoms follow the guidance from the NHS and get a Covid 19 test.

## Communicating

**13- Due to the capacity cap on numbers in Clwyd House, parents will not, at this time, be allowed inside the Clwyd House Centre to spectate.**

14- It's safer for us not to meet with parents after or before a session to chat as we have previously encouraged and done. Messages at this time are best communicated by email and Messenger. Only when these prove ineffective should a message be passed to the responsible person collecting and therefore we ask that these messages are effectively communicated to the parent who needs to know at home. Also, please do respond as soon as possible if required.

**15- MESSENGER CHATS WILL BE CREATED AND GROUPED BY DAY (IE 'MONDAY GYMNASTS', 'TUESDAY GYMNASTS' ETC) IN ORDER TO ENHANCE OUR COMMUNICATION METHODS AND IF YOUR CHILD ATTENDS MORE THAN ONE SESSION YOU WILL BE PLACED IN ALL CHATS APPROPRIATELY.**

16- Parents may also be invited to attend a pre- arranged appointment or if agreed a meeting on the night as an emergency. Please wear a mask when entering the building and please follow the guidelines set by the Club as specified on posters at the site entrance.

17- Should we feel that any child requires additional support that we cannot provide for their social or mental well-being, we may ask a parent to aid that child and this will be put into our numbers and social distancing capacity calculations for that session. Parents must wear a face mask at all times and adhere to both the safeguarding and Covid arrangements that are in place for toilet use and viewing.

18- The parent will be expected to stay in a set area in the gym away from the apparatus and to be on call if required.

19- If 1:1 parent/carer support is required, the parent/carer must stay close to that child at all times and adhere to the social distancing in place to others. A face mask will be required to be worn at all times.

20- All members, parents or guardians who would like to speak to a Senior Staff member or Office staff should contact in advance of the class, where possible by email, messenger or telephone. Should an emergency appointment be needed, this can be requested on arrival to the carpark attendant who will ask you to park up and await further instruction so as not to delay other gymnasts being registered. Please remember that we have to prioritise gymnasts and Covid safety procedures if



you haven't arranged an appointment ahead of time. If reception can be safely opened for you, a mask must be worn as you enter the building and the guidelines set by the Club must be followed as listed on site entry posters.

- 21- If your child is distressed and needs your support to encourage them back into their gymnastics class we will do our best to accommodate one parent into our gym reception area if possible if we can include one into our capacity calculation in the session. Parent must wear a face mask and stay socially distanced and follow any safeguarding and safe prevention cleaning rules whilst in that area.

## Fees

- 22- The Club has been providing homeschool and zoom sessions free of charge since lockdown for its members and will also offer the re-introduction classes free of charge in September.
- 23- When you book your child into gymnastics through the events section of Love Admin, the first month's fees will be taken for October and the next direct debit (set by the Club to take on the 28th September) will leave your account on the 1<sup>st</sup> October for your November advance fees as occurred previously according to our membership terms.
- 24- Session fees have been adapted for the new model as the Club returns and as timetabling is now restructured, these will remain the same into the long term as stated on previous correspondence before you completed your return to gym survey (refer Email A: COVID -19 STATEMENT and Summary of our Next Steps to 7 Phased Strategy to Return to the Gym (Guide for Parents) dated 29.6.20).
- 25- A 90-minute basic gymnastics plan is £40/month – for 39 weeks of gymnastics per year.
- 26- A 60-90 minute ZOOM home session top up weekly session is £13.50/month
- 27- For 180 mins Competitive Do More Team Gym and Artistic Squads (90 min session + 90 min zoom), the cost is £53.50/month.
- 28- Squads will build up to two options as we move into phase 4 and 5: Commonwealth - 2x 90 mins training in gym @£65/month OR Olympic – 2 x 90 mins training in gym + zoom 90 mins @ £78.50/month.
- 29- A 90 Minute class will be the base plan in phase 3 to return to gymnastics. This will be limited to once per week for each gymnast, with the aim in line with our philosophy as a Club, to include as many 6+ years Blueberries/Poppies/Club/Squad in our community to return to gymnastics as we take that initial step back and open the gym. (In the phase 5 review, younger gymnasts will be brought into the timetable and we will ADAPT to extend our Do More Squad hours).
- 30- Class sizes are restricted and there are no class overlap times to minimise numbers in the gym at any one time to ensure social distancing measures.
- 31- Gymnasts in these target age group classes will all return on the same basic plan, this will limit all gymnasts (Club, Squads and Recreational) to a maximum of one 90 minute gymnastics session per week. This is a restriction which will open the timetable to ensure that more gymnasts are able to





retake their place back in the Club with social distancing measures in place. Places will be restricted and a priority waiting zone in Zoom for places will therefore continue.

32- Fees are calculated on a 39-week year and are divided over a 12-month period. This allows us to adapt our timetable should sessions need to be cancelled due to unforeseen circumstances.

33- From time to time the gymnasts or Club may need to change the day or time of the class attended.

34- Our gymnastics class development pathway is detailed further on pages 14,15 &16 of our members handbook.

**For those parents with siblings who are looking to plan their return as we look to open more classes as we journey through each phase, the following is taken from our Members handbook - Cost of All Classes – moving into phase 4,5,6 &7 Classes are payable monthly in advance by direct debit and by accepting a place in the Club classes you are committed to paying for one full term as you pay in monthly in advance and then are required to give 4 weeks notice.**

35- Gymnastics prices are as follows... (6+ years) –

Zoom home (available now in phase 3) £13.50/month,

Gym 45 minutes (up to 5 years) - £25/month,

Gym 60 minutes classes (under 7 years) - £30/month,

Gym 90 minute base-plan class (6+years)- £40/month,

Gym DO MORE Perfect Basics (6+ years development top up class) - £25/month,

Gym DO MORE Competitive Squads (6+ years development top up classes) - £53.50 - £78.50/month

#### **Parent wishing to Cancel their child's class – Compulsory 4-week notice period**

36- 4 weeks notice is required to leave the Club as indicated in the members handbook.

37- We offer a free trial and settling-in period to all members during the first month with us. To support this model the Club requires 4 weeks' notice when a gymnast wishes to leave, and this is simply given by email to the Head Coach or verbally to the registrar at the desk. The gymnast is encouraged to attend their 4 weeks' notice as this allows the coach to work in partnership with the parent and child and offers a period of support should the child be simply having what we refer to as a "wobble".

As a parent we thank you for respecting this 4 week notice as this also provides the Club with a period to transition new members from the waiting list and allows for the fees to remain the same for future members. Please support our community club in these compulsory terms of membership.

Do not cancel your direct debit until instructed to do so by the LoveAdmin club administration team, as this may invalidate your future return as a member should any debt remain on your account when leaving.



## Kit Ordering during Covid

38- Please refer to the Covid 19 Implementation document below for more information on how to order online through our website.

## Annual British Gymnastics Insurance

39- Any returning member must renew their British Gymnastics insurance online (renewal September – 31<sup>st</sup> Oct, all members returning in phase 3 must have insurance in place by end October as BG has this year allowed an extension period due to Covid). Gymnasts will not be allowed to attend if this is not in place by 31<sup>st</sup> October. Please renew this insurance on the BG website when you receive your renewal reminder from British Gymnastics. BG have reduced their membership for those joining us back in the Club in Sept/October.

Sept/Oct BG insurance - £15 - £19 thereafter

## Annual RDGC membership

40- RDGC Ltd Annual Club Membership has also been reduced and will be taken automatically for any members rejoining the Club through your LoveAdmin Direct Debit platform on the 28<sup>th</sup> Sept payment date. Sept-Jan £10 - £15 thereafter

## Self-Screen

41- Following governing body guidance we will not be taking temperature checks of gymnasts but requesting a **self-screen before entering the building each session**. Self-screen is a declaration that you take responsibility to not allow your child to enter if your child:

- Has signs of a fever or a high temperature (above 38 degrees)
- Has a persistent cough or respiratory problems
- Has had contact with any possible source of the virus
- Has been asked to quarantine for 14 days following a holiday

The responsible adult dropping off the child outside and being greeted by our Marshal when passing their child over to us will need to confirm that they have self-screened and detail any illness that has developed in the period from their last session. This can help us to protect our members and staff from transmission of Covid. Do not send your child if they generally feel unwell, please keep them safe at home. We know they won't want to miss a session but it is better to keep them and everyone as safe as possible. If they are ill during a session we may take them to a separate room whilst they wait for you to collect them, please tell them not to worry and explain it is only to keep them and everyone else safe.



*Ruthin & Denbigh Gymnastics Club Ltd*  
*Clwb Gymnasteg Rhuthun & Dinbych Cyf*



## Covid symptoms develop in session

- 42- Should a gymnast develop a temperature or demonstrate COVID type symptoms during class, they will be isolated in the designated area and supervised until the parent collects. Parents, please ring the bell at the front of the building and enter with a face mask to collect your child. Parents will need to advise the Club if the gymnasts develop further symptoms and follow NHS guidance to be tested and subsequently the 'Test, Trace and Protect' will be set in motion. RDGC Management committee may request that gymnasts attending the session in the same bubble be collected early and parents/emergency contacts will be telephoned by the Club in this instance.
- 43- Should a child or coach be tested positive for COVID 19 who has attended the Club, the updated GDPR policy advises that parents details will be provided to 'Test Trace & Protect' so that parents can follow the guidance that is given to them. As a member, you sign up to following all advice given by 'Test, Trace and Protect'. Coaches will also follow their advice when contacted and the Management committee will take the appropriate course of action.
- 44- Members signing up to our classes need to follow the government guidelines with regards to the Covid prevention measures when not in attendance to limit your transmission of Covid into our community and we do reserve the right to terminate any membership of coaches or gymnasts who act irresponsibly as we all look to protect each other through this pandemic in our society.

## Test Trace Protect

- 45- RDGC has a track and trace inventory system in place for equipment. This is used to track what items are used each session in each bubble and should RDGC need to close to deep clean it will do so for a minimum of 48 hours.
- 46- In the event of any closure due to Covid, ZOOMS will take place to ensure the continuity of sessions where coaches are available. Zoom has successfully trained our GB Olympic athletes and gymnasts during lockdown and is a recognised platform by our governing body and insurers to continue and further compliment training moving forward.
- 47- Please contact the Club if you need to load zoom at home so you can access this in an emergency.
- 48- Due to the nature of Covid there will be no refund for sessions cancelled (due to Covid) as the Club has a platform to deliver sessions to its members through ZOOM. This pertains to any lockdown period once the Club reopens and furlough ends to support the Club financially.
- 49- Should a parent wish to cancel their direct debit then the normal notice period of 4 weeks must be given as agreed when joining. Please refer to the members handbook attached with this document or available on the RDGC website for details of membership terms or at bullet point 32/33 of this document.
- 50- The Club will need to contact parents quickly with Covid updates and every member will need, on sign up, to become a member of the **Club's messenger chat**. This has worked very well whilst in lockdown to manage zoom and if your child wishes to leave into the future we will remove you from the chat and also from Facebook. This method is quick and simple to manage for coaches who wish to devote their time to gymnasts.



## Dropoff arrangements

- 51- On entry to the first session as we return, each member will be given a personal number and colour ie red no 6, and they will have personal dedicated areas, labelled clearly, in which to place their belongings. They will be given instructions to sanitise their hands again before entering the gym or visiting the toilet.
- 52- Class times have been changed to minimise numbers on cross-overs but it is important that parents arrive on time to drop off and collect in order to allow these control measures to be effective.
- 53- Members need to arrive no earlier than 5 mins before their check in time and wait in the car in a one way drop off carpark system. The queue will begin of 16 cars to the rear entry fire exit where a Marshall will greet you and escort your child to the safe entry tunnel area.
- 54- If you envisage that you are going to be late to drop off and miss the check in time (max 10 mins late) then you would need to call ahead and ring the bell at the front reception entry so we can put in our special control measures to bring your child safely into class. **Tel 01745 813997 (Clwyd House)**. Once the class has started we will be unable to allow late entry so please ring ahead and check.
- 55- Please message us if you miss a class so that we can record the reason for absence.
- 56- Similarly, if you envisage you are going to be late to collect your child, please telephone ahead or ring the front reception bell as your child will be overseen with a safe handover from the front reception space, allowing for safe social distancing at this changeover time. . **Tel 07145 813997 (Clwyd House)**.
- 57- Please do not drop off your child or allow them to leave the car until the Marshal has had handover and self-screen confirmation.
- 58- A one-way system allows for easy access in the gym and a safe, socially distanced toilet pathway has been created but we do ask if gymnasts can wash their hands before travelling to the centre and visit the toilet also before they arrive.
- 59- Please limit touch points when travelling in the car.
- 60- We may be able to put in place hand washing outside as an emergency measure to further enhance handwashing routines for gymnasts. Hand sanitising and strict hygiene routines are in place.
- 61- A video has been provided to aid understanding of our Covid-safe arrangements and if it is not released with this document, it will follow before your child returns to our gym.





## Gymnasts' belongings

62- Please limit belongings as no changing areas are open, arrive in your kit with your hair tied back and all jewellery removed ready for the class so our one way traffic can flow with ease.

63- In the tunnel, the gymnast will be asked to remove their shoes and place them in a bag with a tie string top or rucksack with zip they have brought with them. Alternatively gymnasts can buy **specific 'gym use only' sliders** that they wear only to arrive and depart from the gym and can carry those without the need for a bag (this is the preferred method as we wish to limit changing and cross contamination of personal belongings in the gym).

64- We would like to trial **white socks with grips** and ask that gymnasts wear a fresh pair in their sliders so they are ready and changed for gymnastics.

65- Laurens Artistic squads require on some occasions chalk and other items for their class. Lauren will message in advance in the group chat if her planning requires those items. Please do not bring if not requested. Lauren will message separately advice before we return on how to store, clean and transport these items safely so that they are fresh and safe to use next session.

66- All members and staff will wear a freshly cleaned training outfit when they return to the gym each day.

## Gymnast Hygiene and safe prevention cleaning

67- Before entry, the gymnast will be asked to sanitise their hands and carry the items needed for the session (water bottle) to the registration point and then to their corresponding numbered storage cubicle square. This will be the same each week.

68- Anyone refusing to follow 'NHS handwashing' or our personal hygiene measures indicates to us that they are not yet ready to return to the new hygiene Covid prevention ways and will be asked to leave and return when ready.

69- Gymnasts will sanitise before: entering the site, entering the gym, entering the toilet, (they will wash hands in the sink), when leaving the toilet, and before collecting their belongings to exit.

70- Coaches will guide the gymnasts when moving around the gym when to sanitise in class.

71- Staff will share the toilet of the gymnast bubble they are teaching and follow our safe prevention cleaning protocol when using the toilet.



- 72- Staff will follow the RDGC Ltd “ 8 Stops approach” to cleaning and hygiene as our Covid-safe prevention procedure to follow whilst teaching in our facility or visiting the site and this will be recorded each session for each individual staff member.
- 73- RDGC Ltd equipment is tracked each session by a coach’s training bubble through good planning and a sign out and return system is in place so that, should a member of staff or gymnast be tested positive for Covid 19, RDGC Ltd can identify which items and which area of the gym that person touched or entered. This will allow an effective deep clean to take place in the 48 hours shutdown that will take place.
- 74- Classes are of 90 minutes or less and gymnasts must not bring food to the gym. Anyone eating in the gym will be asked to place the food in the bin.
- 75- Only water is allowed in the gym and all gymnasts must be prepared for this, any squash will not be allowed. The gym will provide a bottle of water if a drink is forgotten but a cost will incur to the parent as cups cannot now be used to provide water.
- 76- No adults will be able to enter the gym during this period, only members of staff. Any parent waiting in a car is welcome to order a coffee/snack if there is a carpark marshal on duty, who will place the coffee outside the front entrance and take payment by contactless card or cash (correct change). We just ask that parents do not loiter and chat but complete their purchase and take items to their car.

### **Covid Officer, First Aid and emergency evacuation in a fire**

- 77- At no time will the sessions run without a Covid 19 Officer and Covid 19 Emergency First aid officer on site. Please tell your gymnasts that first aid will still be provided (as RDGC has been trained) but that the First Aider will wear PPE to administer such. Emergency First Aid will continue as normal and not be affected by Covid procedures should an injury present itself such as a break. This applies to any emergency evacuation for fire as the advice we have been given is to respond with normal measures.
- 78- Any Fire drills will take place with 2 m social distancing.

### **Collection end of class**

- 79- No gymnast must stay for longer than the session and must leave directly after the session where they will be overseen through the second shutter exit tunnel situated 5 metres to the right hand side of the building . Lauren’s Artistic group of 4-5 gymnasts will exit through the left hand side fire exit door situated 5 metres from the front of the building but this will be reviewed for lighting as the evenings draw in.



80- Parents collecting gymnasts must adhere to social distancing outside and the Club would prefer you to wear a mask when collecting. Gymnasts will be dispersed with social distancing measures to parents waiting by their allocated collection point. PLEASE PARK IN A BAY CLOSE TO YOUR COLLECTION POINT AS COACHES WILL NOT BE ABLE TO LEAVE THE BUILDING AND WALK THEM TO YOU (different to drop off), YOU MUST COLLECT FROM US. PLEASE PARK IN A BAY AND **DO NOT** OBSTRUCT ENTRANCES OR EXITS WITH VEHICLES.

81- Classes have been staggered to limit changeover numbers and to allow for time to clean and prepare the next session so as not to limit any training time. We do not wish for classes to run over or start late but will attend to any child's needs which may mean we are very busy on changeovers to meet our protocols and Covid-safe prevention measures. We will have a military operation to utilise the time efficiently! Parents can play a big part in allowing us to accomplish that by arriving to collect on time, and we thank you for that in advance.

82- If a child is in the toilet when we dismiss the class, they may be the last to be dismissed as we control the social distancing arrangements of other gymnasts exiting to parents.

83- All belongings must be clearly named and taken home after each session as we are unable to keep personal items in the gym that are left. We will bag items up if left and leave them outside for collection before close of play (where they will remain for 24 hours so). Please **tel 07145 813997 (Clwyd House) or Tamsin Senior Covid Operations Director – 07779079838 if you realise you have left something.**

### **Planning for social distancing and coach support guidance from our governing body**

84- New schemes of work have been created to effectively continue to deliver the initial return phase as directed by our governing body to implement a phased return in our planning for gymnastics. Further, RDGC have incorporated a new Welsh Team Gym pin badge scheme into their 6+ programme. New for 2021, this will allow gymnasts as they progress, to attain grades in Team Gym and extends our competitive pathway opportunities to link with South Wales. In these current times Level 4 squads have already begun to access links through Zoom, the preparation programme, that will prepare the gymnasts and coaches for the standards of excellence.

85- All members at all times must adhere to the coaches' rules. If we feel we are unable to keep members apart in the group due to behaviour, we reserve the right at this time to remove any member for their own safety. We would advise that zoom home sessions may be an area that the member can link into, until social measures change to meet their needs. This will be done in a professional manner and will be after a clear re- cap of the rules and regulations of the gym to the individual or the group as a whole.



86- Any Person failing to comply with the temporary COVID 19 measures will be:

- i) Talked to, to help them understand the new restrictions
- ii) Asked to comply as soon as possible after the guidance has been explained again
- iii) Made to understand that we are dealing with a national health emergency and the importance of obeying the guidance
- iv) Reminded about the importance of complying so that their actions and behaviours do not harm others
- v) Reminded that the measures are there to protect our NHS, our country and in particular the vulnerable.

Failing to comply after all of the above will cause the gymnast to be asked to leave temporarily and return when ready to comply by re-contacting for a place in the Club.

### **RDGC Statement of intent + Spotting by Coaches**

At RDGC LTD, we have put in extensive preventative measures to control the potential transfer of COVID 19 in our gym and we will go out of our way to maintain the safety of all, however in emergencies the distancing required may not be achievable.

Our governing body has provided guidance and we can advise our parents that coaches will be delivering sessions in a non-contact physical preparation and methodological development way. Coaches are both confident and competent to teach in this way as skills are broken down and taught as progressions in their coaching courses and this is how the technical elements of gymnastics are taught and great gymnastics achieved. To allow gymnasts to use the apparatus, the Club has invested in coverings that are suitable to clean. Gymnasts will stay in small bubbles (max 6 in return phase 3) within their class and not rotate with other apparatus areas in their session.

The 2m+ distance will be in place but the safety of the gymnasts (our Governing Body has guided) “needs to be the priority”. BG “accepts that coaches may stand on a landing area in team gym and artistic gymnastic activities to ensure they can jump in in an emergency situation, but NOT stand on the mat spotting a landing or supporting within skill development”.

“For any discipline that require close contact or teamwork elements within their training, until the government reviews/removes their social distancing guidelines, all training will be required to be non-contact and planned to include solo or socially distanced skill/activities”.

Should an emergency situation arrive, our coaches are trained to follow WASH HANDS PROCEDURES and record the incident, however minor, so that should a ‘Test Track & Protect’ call be made, all records are clear as to whom was in contact with any COVID 19 member they coached. This is so that we can respond efficiently to protect our staff and members.





RDGC has a track and trace inventory system in place for equipment (to track which items are used during each session in each bubble) and should RDGC be contacted by 'Test Trace & Protect' and need to close to deep clean, it will do so for a minimum of 48 hours and deep clean appropriately.

In the event of any closure due to Covid, sessions where coaches are available will take place through Zoom. Zoom has successfully trained gymnasts during lockdown and a recognised platform by our governing body and insurers to continue to compliment training moving forward.

Please do ask any questions as although we have tried to cover some of the safe measures in this document to help parents feel confident in our processes and to give some practical information, we have not covered all the 70 pages of our risk assessment ! We understand that parents may have personal questions to ask.

**Tamsin Jones - Senior Covid Officer**

**Tel 07779 079838 Email: [headcoach@ruthin-denbighgymnasticsclub.co.uk](mailto:headcoach@ruthin-denbighgymnasticsclub.co.uk)**



## **Document 2**

### **RDGC Ltd Covid 19 Risk Assessment implementation and special arrangements document**

**This document can be read in conjunction with:**

- 2. NO 1 F – H&S SAFE SYSTEMS – 1.COVID 19 AND SAFE RETURN risk assessment (for staff)**
- 3. NO1 F – STAFF COVID RISK ASSESSEMENT 10.8.20**

The following guidelines will be put in place in line with the social distancing regulations and our Governing body. The initial training program has required:

- 1- Tamsin Jones, the designated Senior Covid 19 Officer – has attended the certificated Covid Officer WSA online course and BG webinar training with continued access to the webinars produced to support affiliated clubs to become Covid Officers for re-opening procedures.
- 2- Heather Clayton – Director, Mary Louise Blundy – Secretary, Emma Roberts- Senior Volunteer to also be trained and qualified Covid -19 Officers.
- 3- All staff returning to work in the gym to have completed certified Covid -19 training by the WSA and been signed off in their safe return to the gym procedures.
- 4- A Welfare return to work session by zoom to be given to all staff engaged in the return to work process.
- 5- Training via zoom and an induction in the gym of the new safety and new risk procedures in place for any additional staff/volunteers that return to work in the gym in the phased return and a review of Covid weekly to ensure that any training is revisited and recorded as required.
- 6- A hierarchy approach to be in place as a monthly check by RDGC Ltd inspectors to ensure all procedures put in place are being followed and offer guidance to the Senior Covid 19 officer in areas that require further control should they be necessary.
- 7- A video to be produced for all members to access on social media, identifying all the new procedures.
- 8- A safety operations procedure document for all members to be sent via email and an additional bullet key points also made available to access on RDGC Ltd website.
- 9- Posters of new procedures and rules to be posted on social media sites relevant to the groups and the children set to return.
- 10- A photo rolling film to be, if possible, shown on the main television screen for all members accessing the gym to watch.
- 11- A notice of covid self-regulation sign off to be posted in the main area close to reception, clearly visible for any inspectors and staff/members.
- 12- Any PPE required to be purchased by RDGC Ltd
- 13- Additional cleaning procedures and rotas to be in place and the correct cleaning rotas to accommodate this extra workload.
- 14- Risk assessment of the entrance and the exits to be written and assessed prior to opening.
- 15- All signage to be ordered and in place.



**Ruthin & Denbigh Gymnastics Club Ltd**  
*Clwb Gymnasteg Rhuthun & Dinbych Cyf*



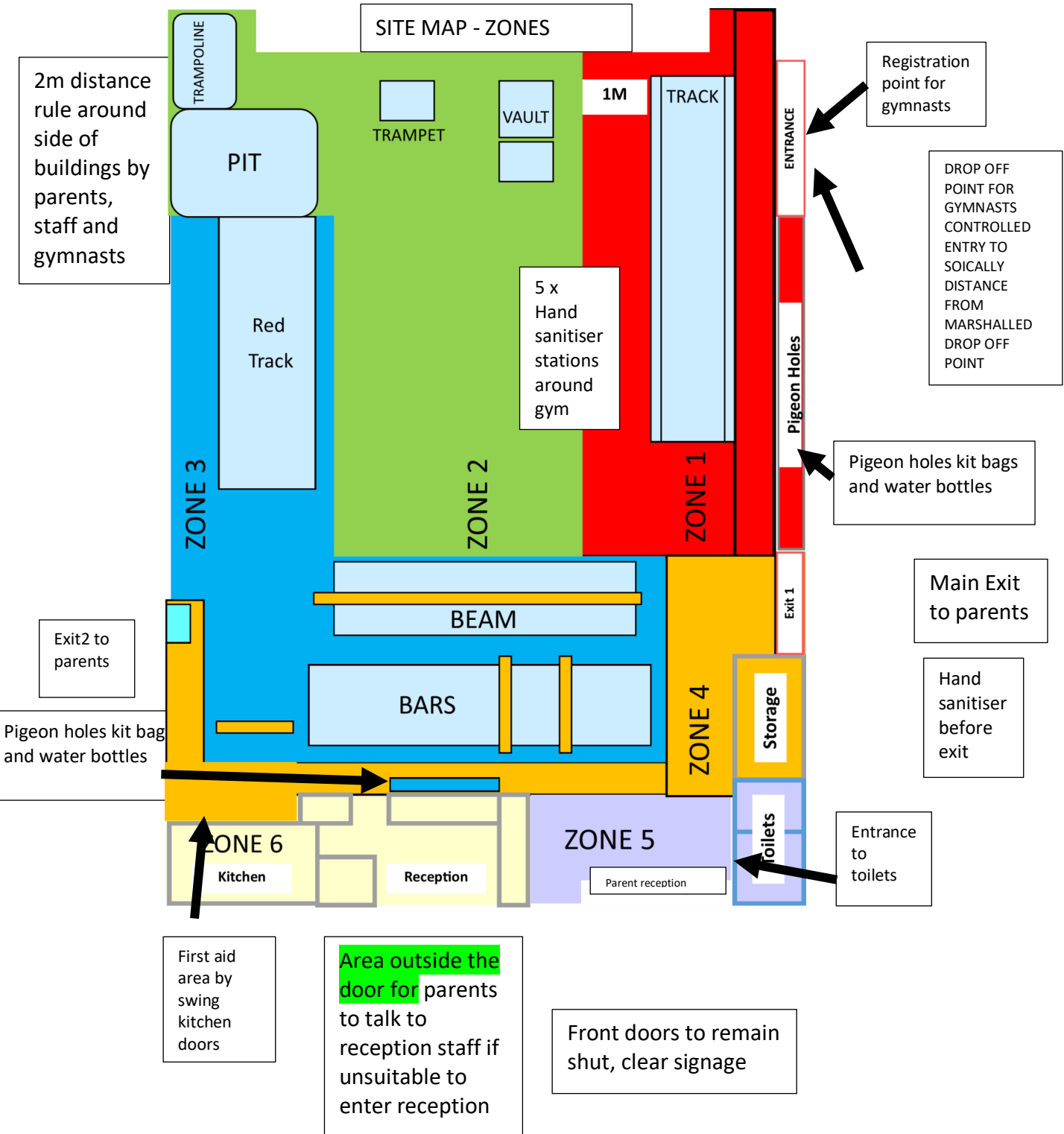
- 16- Additional hand sanitising units, hand dry cloth dispensers to replace hand dryers in place and correct signage.
- 17- A thermometer to be purchased to take staff temp checks on arrival having obtained prior consent.
- 18- Car parking bays to remain open for parents to wait in cars for their gymnasts.
- 19- The gym to be fogged each night with disinfectant in addition to our cleaning procedures before, during changeover and at the end by Covid cleaning trained coaches.
- 20- A new fresh air ventilation system to be installed which provides a full air change every 6 minutes. Along with the capacity calculation (useable indoor space) with minimum of 3.05mx3.05m per person this will increase the typical current 101s/p flow rate of ventilation to at least 201/s/p as fewer people are being served by the ventilation system.
- 21- Capacity to be calculated using the governing body calculator. This calculates the maximum in the warm up area in our facility as we open phase 3. However, taking into account walkways to the toilet, free movement to carry out their gymnastics and capacity to continue to train our assistant academy coaches, RDGC will open in phase 3 in line with capacity for social distancing in line with government guidance.

**Key areas will be identified in the centre as high risk and limited time will be spent in these areas**

- **FOYER RECEPTION**
- **ENTRY AND EXIT TUNNELS**

**Controlled access areas will be identified in the centre as areas that require safe cleaning prevention should a staff member from an unlisted cohort be given special measures to occupy and limited time will be spent in these areas.**

- **RECEPTION**
- **KITCHEN/BACK OFFICE**
- **EQUIPMENT APPARATUS INDOOR STORE**
- **OUTSIDE CONTAINERS X 2**







## Key points for drop off area

- 2- Parents remain in car and marshall oversees gymnasts to main entrance remaining socially distanced and in Club PPE.
- 3- Gymnasts must follow the same protocol as their schools with any car share at this time as guided as this could potentially increase the potential spread of Covid 19 at our facility.
- 4- All signage regarding the rules is on the main exit and entry doors and the reception door remains shut & entry is only through a doorbell system.
- 5- Gymnasts should wash hands before travelling to the gym taking care to minimise touching points on the journey.
- 6- Gymnasts must only enter AT the registration point.
- 7- Parents, if attending a pre-arranged apt at reception or attending to an urgent matter, must advise the marshall and wait for a senior coach to meet them at the front of the building by the double doors. Parents must not enter the building unescorted.
- 8- A face mask is required by a parent if a visit to the screened area of reception has been agreed. Parents must be aware that this is a toilet foyer also for gymnasts and must give priority to socially distance 2m from all gymnasts and staff in this area.
- 9- Gymnasts will be asked to sanitise their hands and remove water and items such as chalk from their bag and place their gym sliders/outdoor footwear into a rucksack type bag or drawstring bag to reduce cross contamination of Covid-19.
- 10- Gymnasts can only enter with one shoe-bag and handguards/chalk box is to be transported in an oversized clear bag (small stocks have been purchased and are available in the RDGC Ltd **gym shop online**) and placed in the trays provided at the gym guided by their coach. No changing rooms will be open.
- 11- A pigeonhole has been allocated to each gymnast to use weekly and personal belongings can be placed safely but not be returned to during the session. No mobile phones must be removed from bags or used in the gym and gymnasts are required to sanitise their hands again before entering the gym.
- 12- Toilets cannot be used as changing rooms and no facility to change is provided for staff. We ask that everyone arrives in freshly washed kit and limits travelling in Club kit on public transport or visiting other places. Kit must be washed following each session.
- 13- Temperature checks require a consent , therefore we will not be taking temperatures of children at this time. Our governing body requests the Club obtains a self-assessment declaration from parents that they do not have the following symptoms before travelling to the gym. This can be confirmed verbally to the marshall on handover from the car along with any messages you wish to relay to the coaches or senior Covid officer on duty. Please ensure that they do not have:
  - A temperature above 37.8 degrees with the chest or back being hot to touch
  - A persistent cough that lasts for an hour or more or 3 episodes in the last 24 hours
  - A loss of taste or smell
  - Any family member isolating with suspected symptoms or confirmed symptoms of Covid-19.
  - A requirement to quarantine following a holidayShould a member of your household show symptoms follow the guidance from the NHS and get a Covid 19 test.



- 14- Gymnasts must only arrive IN THE CAR QUEUE a max of 5 mins before the class is due to start to prevent overlap and exceeding the recommended number of cars in the carpark and to ensure safe dispersal especially in the dark winter months. Marshalls, the Head Coach and the Registrar will police this time for all classes and make any changes that are necessary to safeguard all our members, staff and parents collecting their child.
- 15- Should you be late for you class (no more than 10 mins) then you may ring the bell at the entrance to the building and a member of staff will attend to escort your child into registration.
- 16- Entering or exiting through our front door is only allowed in emergency measures and may require the lesson to stop or be delayed in starting but we do understand that from time to time parents will arrive late due to unforeseen circumstances and we want to ensure that your child gets to enjoy their class. This will need to be monitored and managed as an area.
- 17- Should you be delayed collecting your child please let us know by phoning the site on **01745 813997** as we cannot guarantee that we will look at our mobile phones due to being extremely busy attending to cleaning which requires PPE and making sure we do not cross contaminate other areas.
- 18- Please **ring the bell** on your arrival and a member of staff will oversee the safe handover of your child from the front door.
- 19- There is a chair distanced 2 metres apart to allow a child to wait safely but please do inform your them that under no circumstance will we allow the child to leave without staff recording/overseeing their departure.
- 20- Gymnasts who leave belongings and realise they have done so will be able to collect then from outside at the front barrier-controlled area as they will be placed there after sessional tidy and during clean between sessions.
- 21- We are unable to store items left on site as lost property and are instructed to bag them and leave them outside so that parents can arrange to collect when the centre opens the next day.
- 22- Gymnasts are in bubbles of either Red, Green or Blue and will remain in these bubbles training and using apparatus with gymnasts from their bubble only. It is therefore important that any notice to leave is given where possible to coincide with a half term break in order to allow new bubbles to form after a 7-day break from the gym.

### **Key area of risk**

- A- As the colour groups enter and travel through the one-way system to the pigeon deposit holes, toilet or warm up mat.
- B- As the gymnasts makes their way to the toilet during the session.
- C- Hand cleaning areas as all gymnasts must sanitise hands before entering the gym.
- D- Gymnasts from the previous class not being collected on time.
- E- Gymnasts being late for their class.

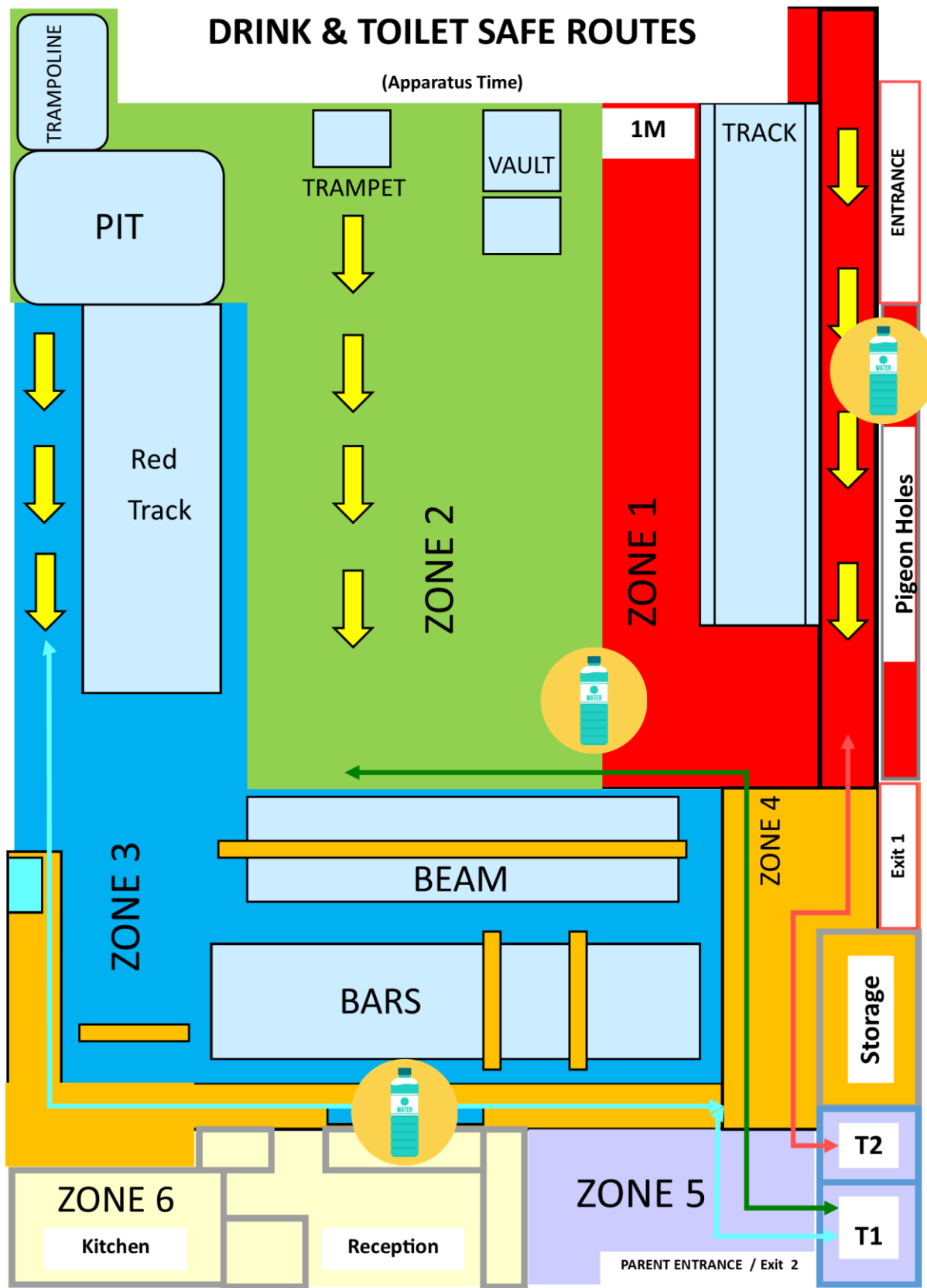


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***Clwb Gymnasteg Rhuthun & Dinbych Cyf***

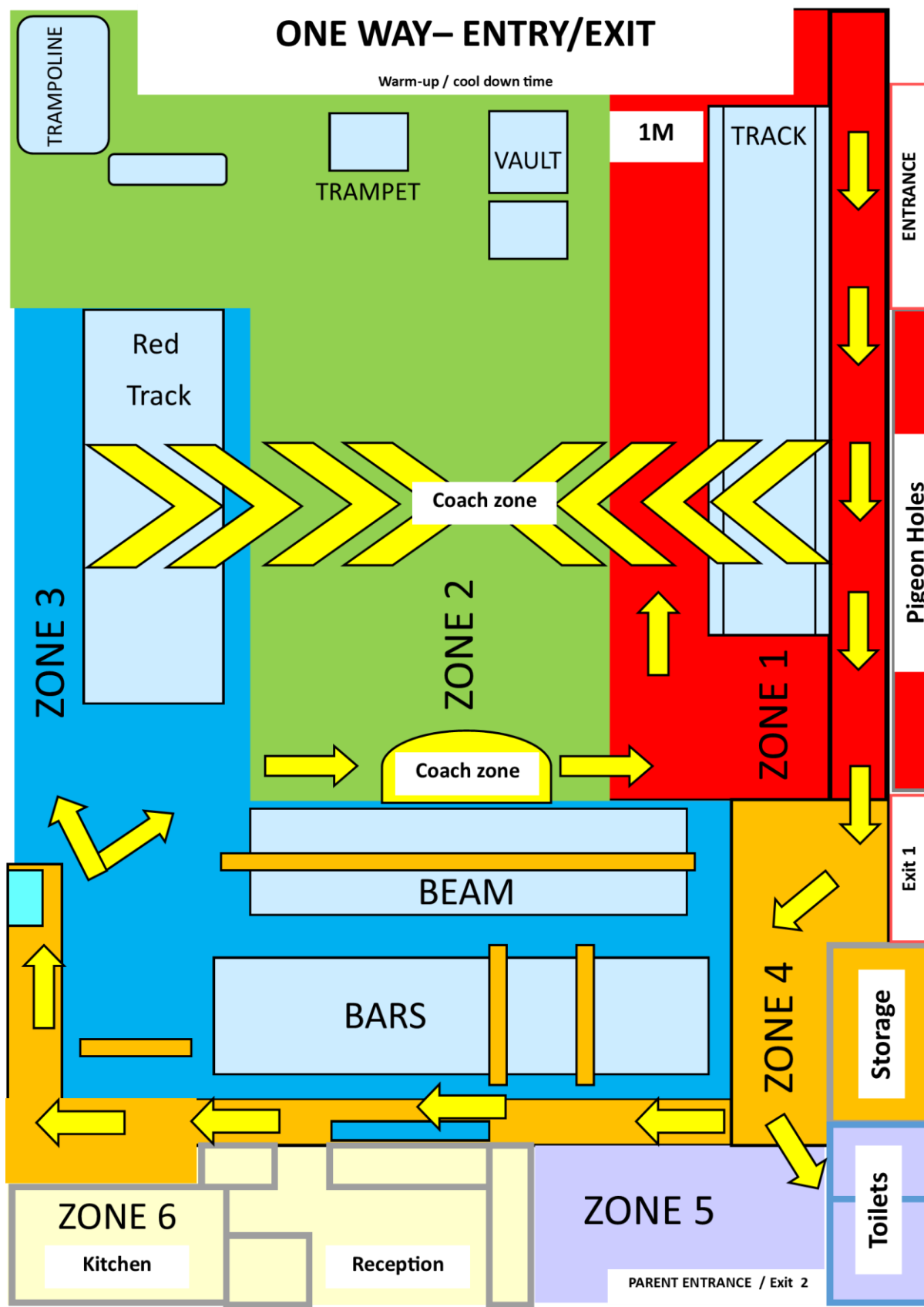


Entrance walkways will be monitored and have a member of reception ensuring that a 2 m distance is encouraged as gymnasts enter the gym. This will be aided by the cars naturally dropping off to the marshall area one car at a time.

Gymnasts will be encouraged only to go to the toilets on arrival if required as there should be no need to change. This will enable the gymnasts to be 2m apart as they make their way into the gym, place their belongings and be managed into the gym easily. Anyone returning to the toilet during the session will be guided either down the one-way system or bubble walkways.

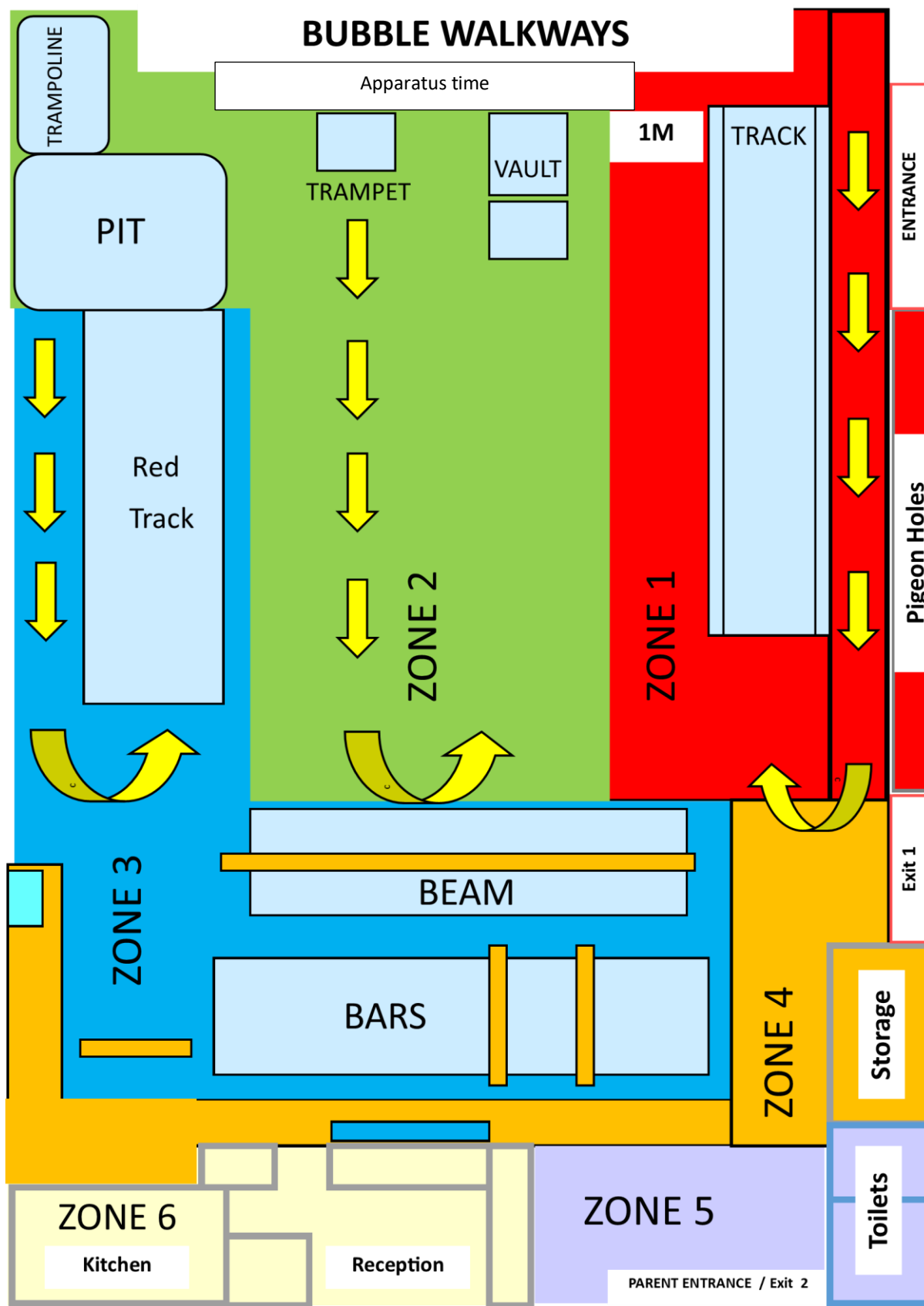








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*Clwb Gymnasteg Rhuthun & Dinbych Cyf*



## GYMNASTS PERSONAL BELONGINGS & WATER BOTTLES

1. Limit personal belongings you bring to the gym

2. No outdoor shoes in the gymnasium.

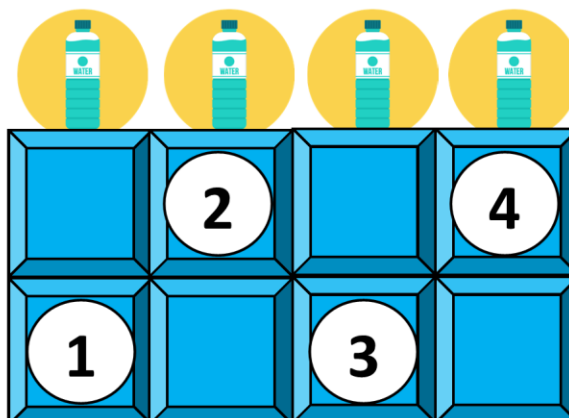
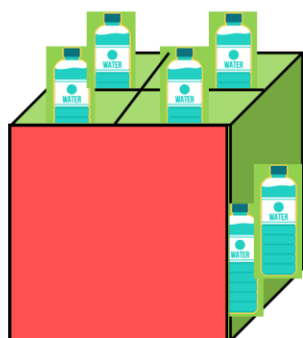
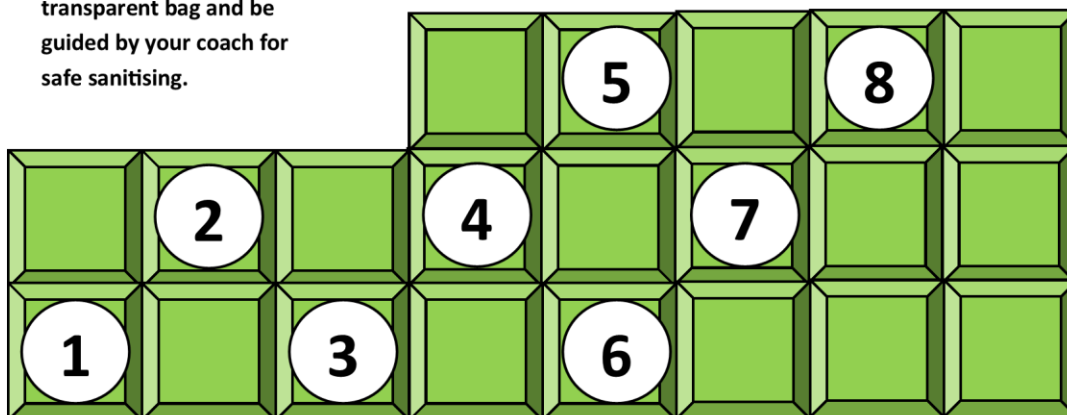
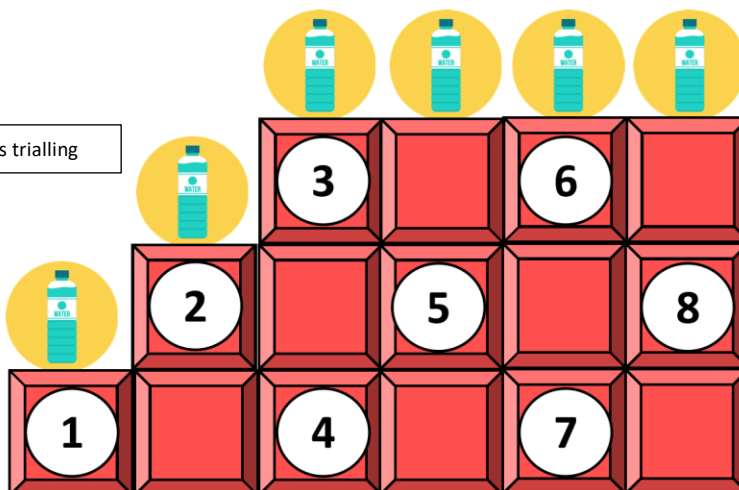
Fresh Grip socks trialling

3. Place outdoor shoes in a tied or zipped bag

4. Sanitise after touching personal belongings

5. Do not return to your personal items during session.

6. Any gym items e.g. chalk to be carried in a sealed transparent bag and be guided by your coach for safe sanitising.





### **Wagon wheel exit strategy**

It has been agreed that we will create a 2m socially distanced wagon wheel procedure for zones 1 and 2 to join on departure. Gymnasts will sanitise and collect their belongings and as they pass the exit shutter and their responsible adult is in sight of the coach, they will go through into the tunnel and put on their shoes, exiting safely into the carpark with their adult (which will have moving traffic although reduced due to crossover management timing of classes).

The Artistic group will exit through the side fire exit to their parents (oil tank side) but this will be reviewed for lighting as the darker nights draw in.

Gymnasts requiring the toilet at exit time will be managed to ensure they do not cross a pathway of an exiting gymnast and may have to wait in a zone to join the wagon wheel therefore being last to leave.

### **Toilet and changing room area.**

- 1- There are 2 different toilets for different bubbles.
- 2- Staff will follow safe prevention cleaning when visiting the toilet that is also used by their bubble and try to use these rooms prior to the session or in the interval at changeover.
- 3- Toilets are not to be used as changing rooms so we ask gymnasts arrive in kit ready for their session.
- 4- Signs are visible at the sink (to encourage hand washing) and outside the toilet (for stay safe protocol).
- 5- Teams will be informed of the toilet they should use when attending the gym, this will not change unless they are notified.
- 6- Gymnasts will be instructed to leave all toilet doors open when they are not in use in order to ventilate the space.
- 7- Soap is to be filled at all times and hand dryers will not be in use to limit airborne particles. New hand towel and loo roll dispensers are located in each toilet and gymnasts will be guided to limit touch points and use the bins provided. Bins will be emptied at sessional changeovers.
- 8- Gymnasts will wait on guided socially distanced spots and be managed by staff to ensure that no more than one person waits, and to prevent the toilets become too busy.
- 9- Gymnasts will sanitise before entry and on exit from the toilet.
- 10- This area is managed and overseen at all times by the key fire officer and risk assessment officer due to the location of the closed (now limited) entrance/ exit door.



## **Key areas of risk**

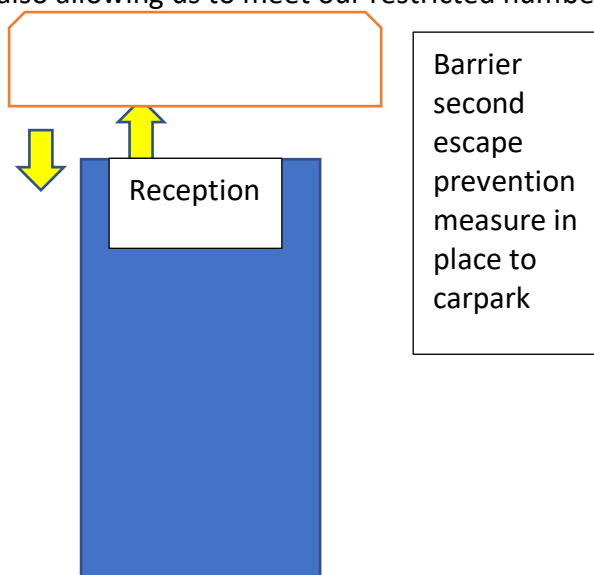
- a- The toilet nearest the external door will be allocated where possible to older gymnasts as a safety measure.
- b- This door is not included in the ventilation improvement measures and will remain closed at all times.
- c- A barrier system outside of the nearest toilet door is in place to further reduce the risk of this exit into the carpark and oncoming traffic.
- d- A distancing screen is in place between the toilets to aid Covid social distancing with gymnasts potentially exiting the toilet at the same time.
- e- Open checks replenish soap and towel levels daily.
- f- Distancing in and out of the toilet area must be regulated and watched.
- g- A toilet cleaning procedure is in place
- h- Correct PPE is needed in this area
- i- Correct cleaning equipment is needed in this area for children that begin to vomit.
- j- The front door in reception is now a higher risk because the control measures previously in place (with an internal red gate opened only by a coach on entry and a handover system to parents of child inside the facility) are no longer in operation. We require use of both toilets to separate bubbles with their coach (to a designated toilet for Test Trace & Protect) and this needs further control measures other than a floor manager or coach to oversee child going to and from the toilet. Special measures to control this have been put in place as a result.
  - ✓ 8+ where possible assigned to toilet closest to door
  - ✓ Door shut and doorbell system for entry
  - ✓ Locked but as a fire exit opens with a fire emergency turning module
  - ✓ Bee bop door alarm system to alert staff and floor manager should the door be opened
  - ✓ Where possible a volunteer or marshall to oversee this area when classes taking place and all staff aware of new safe measures of control





## Reception / café / **kit shop**

1. Plans are to open the coffee vending machine for parents and coffee can be ordered through the marshall. Please come to the front area outside of the building to pay and collect your coffee which you are welcome to drink in the comfort of your car. Our limited snack range of crisps, chocolate bars, soft drinks together with Nescafe branded products will be made available as this provides an essential part of our now increased utility bill costs, cleaning and PPE costs as a club. The marshall is trained on how to serve drinks and food guided by the government guidelines to the public.
2. We hope you will join in our fundraising efforts throughout the year as we look to fund such with additional small events.
3. Where possible, use contactless card payments please or have the correct change for your items. Our marshall will be in a PPE visor and mask as they serve you.
4. A 2m limited socially distanced fully screened area has been created in the reception foyer. We will manage this area most efficiently by parents or coaches making contact by email, social media or text in the first instance. This will allow us to effectively communicate in partnership whilst also allowing us to meet our restricted numbers allowed in our site.



5. No food can be consumed in the foyer or any other area currently in the gym as guided by our national governing body. Liquid must only be water and clearly labelled water bottles should not be shared under any circumstance.
6. Emergency water bottles (for those forgetting to bring their own) will be provided and the money will be charged, once the parent has been informed, to the child's LoveAdmin account and taken as a direct payment.
7. No communal chalk can be used and the coach in charge of your child will contact you to direct you to our online shop to purchase any new Covid safe equipment your child may require to return to the gym safely.

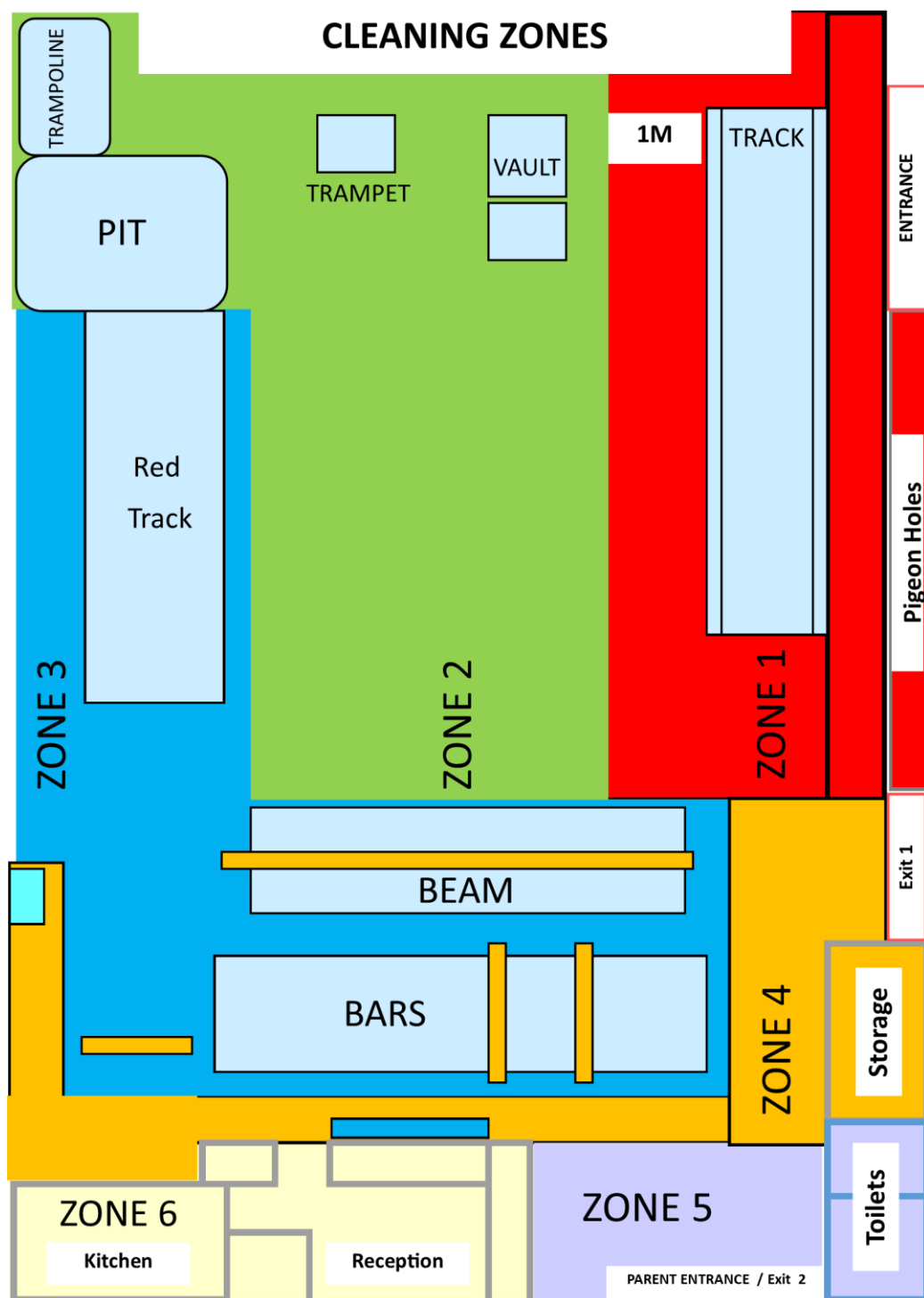


8. Kit recreational leotards where possible can be ordered ahead through our **online kit shop** and taken home. Should an item not fit, please return it and the items will be quarantined for 72 hours before returning to sale, and either an alternative size will be provided should this be in stock or a refund offered. Please do not remove any tags.
9. Kit club training and competition leotards are ordered in for gymnasts so a sample will need to be arranged to be tried on if you are unsure of the size, as no refund can be given once ordered. Please contact the RDGC office to arrange this [office@ruthin-denbighgymnasticsclub.co.uk](mailto:office@ruthin-denbighgymnasticsclub.co.uk)
10. Kit hoodies are again ordered in and are not refundable as names are printed on them. You are welcome to visit Workplace Worksafe in Ruthin and try on a size or contact the RDGC office to arrange to try on a sample [office@ruthin-denbighgymnasticsclub.co.uk](mailto:office@ruthin-denbighgymnasticsclub.co.uk), before you order though our online kit shop.

Our online kit shop is on our RDGC Ltd website [@www.ruthin-denbighgymnasticsclub.co.uk](http://www.ruthin-denbighgymnasticsclub.co.uk)

### **Risk assessed areas**

- a- Congestion at the drop off point has been minimised by providing a marshall to greet the gymnast at the car drop off point. This will create a queue of cars that will then continue that circle and leave the carpark or park in a bay to wait until the end of the class.
- b- Collection has been divided into **2 exit points** please ensure parents wait socially distanced and do not gather together around exit or entrance points.
- c- Gymnasts moving around while waiting to be collected and not limiting their social space. This will be watched and nurtured as children will need our help and kindness to adjust and will be covered at all times.
- d- Gymnasts moving to the toilet from the apparatus area will follow the pathway to their bubble toilet and return on the same pathway back to the line. Bubble walkways have been created by limiting numbers in the room to enable any gymnast at any point in the room to safely visit the toilet socially distanced and return on their pathway, staying alert as they return to their bubble as they may need to re-join a socially distanced waiting line.
- e- High touch points have been identified and are visually marked to increase awareness of both gymnasts and staff and are cleaned at sessional intervals.



5x sanitising stations are provided around the gym and allocated cleaning boxes for each staff member to restock are available as required. Please advise if stocks need replenishing although maintenance controls in place to reorder efficiently.



## **Cleaning protocol**

- 1- All coaches are to travel to the gym in clean washed clothes and limit the time spent in other facilities before travelling to the gym. Hand wash if possible before travel and limit touch points when travelling.
- 2- All coaches are to enter at the entrance now located at the rear of the gym and sanitise hands before entry.
- 3- Coaches have a minimum “8 STOP hygiene” guidance plan which provides a risk assessment suitable protocol to wash hands before a session, sessional intervals and after their bubble departs. These STOPS are recorded by coached on their day sheet. Sanitising also forms part of the “8 STOP” plan and again is recorded along with the protection measures in place before and after cleaning and on safe removal of PPE.
- 4- Additional sanitising measures are encouraged for both coaches and gymnasts moving off apparatus stations and touching/handling equipment.
- 5- Should a gymnast fall or come into face contact with a landing mat or apparatus, the coach will follow appropriate cleaning requirements by using the guidelines and key documents they have suitably to hand in class.
- 6- Gymnasts may spit and this must be removed, and the area cleaned before the next member can use the equipment following safe prevention cleaning measures.
- 7- Coaches will always seek guidance from the senior Covid officer on shift for any matter relating to Covid prevention.
- 8- Gymnasts can enter the building in any order but will be dismissed in a wagon wheel strategy style as detailed above.
- 9- Gymnasts will have access to their water bottle and if access is restricted will be instructed to take water around with them. Water bottles can be refilled if necessary and will follow the strict guidance and safe prevention cleaning methods should this need arise.
- 10- Clear directions for the warmup and cool down parts of the session are one-way, clockwise directions and these are cleanly marked on the floor of the gym with 2 m distanced indicators.
- 11- The exit shutter door at the side of the gym is to be open when the coaches are ready to disperse gymnasts to parents waiting outside so please feel free to wait in the comfort of your car until gymnasts begin to be dismissed. Sessions are timed and planned with cool down activities and time to collect belongings. We have a strict changeover protocol and a lot to do in that time so as not to have too late classes in the evening but please work with us as we cannot plan for the unexpected events which sometimes occur teaching children.
- 12- If you are a parent rushing to collect another child (sometimes a sibling with a very tight time restrictive routine) please speak to us and we can look to change the number order if we can so that your gymnast could be dismissed first.
- 13- All Gymnasts requiring the toilet at exit time or washing their hands will be managed to ensure they do not cross a pathway of an exiting gymnast and may have to wait in a zone before rejoining the wagon wheel to leave.
- 14- Gymnasts will, at a minimum, sanitise their hands before leaving the gym.



- 15- After using equipment, the coach is in charge of wiping down all clearly identified landing areas and any progressive equipment used. This must be done as the group leave the area after the time allocation.
- 16- All gymnasts will work at the allocated distance and the coach will coach at the allocated distance. Any stations to be set up will be done prior to the group starting or use social distancing depending on equipment.
- 17- Coaches are to encourage gymnasts and are to teach back to back or side to side rather than face to face.
- 18- All gymnasts and staff will leave guided by the senior Covid officer and if appropriate in a line up following the set distance procedure.
- 19- Coaches are not to hang around socialising but finish their duties, complete records and have their end of session meet appropriately distanced, ensuring all their belongings including their own ppe for washing (suitable bag to transport) are taken home.
- 20- Fogging occurs immediately before exit as no one must remain in building when the fogger is activated. If staff await another to lockdown then the front gate must be locked with staff members remaining safe in the carpark as a keyholder is trained to do.

### **Risk assessment areas**

- a- Drinks carried around may cause spillage or tripping hazards. This must be understood and the coaches will give firm instructions on where drinks can be placed in order to protect gymnastic equipment.
- b- Moving around the gym is limited to give confidence that there will be no areas of congestion, educating and reinforcing distancing measures will remain important.
- c- Cleaning schedules will be strictly adhered to and additional volunteer control staff will be brought in to ensure a smooth and timely, sleek operation is maintained.
- d- Any fire procedures on alert from an alarm will not be altered as risk to life overrides any social distancing. Fire drills however will socially distance.
- e- Any accidents in the gym will be dealt with by the first aiders and all PPE will be made available. Any gymnasts in the group affected by the injury will be given an area on their rotational area to sit in at the correct distance and wait.
- f- No gymnast will wear face masks as this is a risk to the gymnast.
- g- Staff will be provided with PPE which has been fully risk assessed and guidance provided for its suitability to perform each job.
- h- All gymnasts must arrive with any bandages or supports required; coaches will not apply these during the session.
- i- All first aid will continue as safety overrides the risk, however any PPE required will be used by the Covid 19 assisting first aider.
- j- Message groups will be created to allow for effective two-way communication but normal handover messages such as minor first aid communications will be made to the parent at handover or messaged after class should this opportunity not arise.





- k- Please ensure all your contact details and emergency details /emails are updated on your LoveAdmin account so that you do not miss important messages.
  - l- No outdoor shoes must be worn in the gym by staff or children.
- 
- 1- The area on exit will have a clear space for classes to leave safely.
  - 2- Coaches will handover but not look to actively interact with parents unless there is an emergency or critical information is needed. At this point 2m distances must be maintained, away from the groups or parents.
  - 3- Handover exit areas will be barriered to enable safe access into the carpark but not directly into potential oncoming traffic, gymnasts will be collected from here with parents maintaining the social distancing measures.
  - 4- This door will only open when the gymnasts are leaving and parents can wait in their cars happily till such a time.

The Club will follow the guidelines of the Government and governing body at all times.

**Adults are seen as higher risk and will not be permitted to enter the gym unless –**

- 1- Their gymnast needs help due to anxiety – at this time, a mask must be worn by the parent and all rules must be followed as guided by the senior Covid RDGC officer.
- 2- A Gymnast is injured and is waiting for an ambulance and the parents arrive, or a child has to be lifted from the gym to the car due to an injury.
- 3- If a Gymnast or Coach presents with Covid symptoms whilst on site, they must return home and a parent is requested to collect the child immediately when contacted. They will be isolated as our governing body advises in a dedicated space, limiting touch points at this time and brought to the reception door to exit.

**Track and Trace**

- 1. As a member you must conform to the 'Test, Trace & Protect' service.
- 2. RDGC will provide contact information as is required by public health and we have updated our GDPR policy online to include these updates.
- 3. RDGC will be guided by 'Test, Trace and Protect' should a person with Covid be linked to someone having attended our Club in the time frame.
- 4. We record every piece of equipment that is used in each bubble and the zone is planned and therefore recorded to allow for 'Test, Trace and Protect' cleaning guidance to effectively be carried out.



## Session plans and packages/Cancelled sessions

1. Plans have been simplified in the initial stages of our return to open the gym but have been scheduled to allow those plans to grow into "DO MORE" and younger sessions. Please refer to the separate document and contact the office or Tamsin – Operations Director as to how your child can grow their plan as we build our gym programme back up.
2. A member's handbook is available online or by hard copy in the gym and although is pre Covid, it has been updated with the new plans and attention has been given to providing the details our members need.
3. At this time, we will not replace any missed sessions in the gym due to Covid 19 (when we reopen the gym) due to our ongoing financial commitments in a dedicated facility. This a decision to try to rebuild our 'not for profit' Club. We plan to offer, where possible, an alternative zoom session at the time of the child's normal session to give continuity during this difficult time. We will also offer this avenue should the gym close due to snow over the winter months and the roads be too dangerous to travel on to the centre (the Colomendy is often very difficult to pass through when snow falls).

**"We are in the same storm and will fight our way through it together with determination to sail out of the other end of Covid 19 together".**

The above Covid 19 opening procedure has been approved by the Committee and will be altered depending on the needs of the training schedules and the rules set by the government and the governing body.

Whilst we have endeavoured to provide a document that demonstrates how we are to implement our Covid safe measures, parents and coaches may still need help with some answers. Please contact us immediately with any of your concerns or questions so that we can help you experience an informed, smooth transition back to our gym.

Contact Operations Director – Tamsin Jones

Email [headcoach@ruthin-denbighgymnasticsclub.co.uk](mailto:headcoach@ruthin-denbighgymnasticsclub.co.uk)

Tel: 07779 079 838

[Office@ruthin-denbighgymnasticsclub.co.uk](mailto:Office@ruthin-denbighgymnasticsclub.co.uk)

Welfare officer Bethan Lindquist

Tel 01745 407800

Email: Beth\_Madoc-Jones@hotmail.co.uk

**Signed**

Covid Senior officer \_\_\_\_\_ *T. Jones* \_\_\_\_\_ date 19.8.20