



Membership Rules

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Version History

Independent Gymnastics Affiliation (IGA) retains the authority to modify this policy at our own discretion.

Version	Summary of amendments/Changes	Published Date
Version 1.1		April 2021
Version 1.2	Rewording of 1.4	March 2022
Version 1.3	Bulk Membership added	August 2022
Version 1.4	Rewritten and update	August 2023

Contact Information

IGA Contacts		
General Enquiries		info@igauk.com
Safeguarding Team		safeguarding@igauk.com
Competitions		competitions@igauk.com
Education		coached@igauk.com

1. General Provisions

1.1. Name and Purpose

- 1.1.1. The membership body shall be known as Independent Gymnastics (herein referred to IGA/The organisation).
- 1.1.2. The purpose of the organisation is to advance the sport of gymnastics in its entirety, with a specific emphasis on the recreational aspect. We achieve this by providing our members with opportunities to participate in coaching courses across various disciplines, engage in inclusive competitions for athletes of all ages and endeavour to provide supportive guidance and advice whenever necessary.

1.2. Membership Application

- 1.2.1. The membership year of IGA begins on October 1st and ends on September 30th.
- 1.2.2. By applying for membership, each member agrees to adhere to all regulations, policies, and guidelines established and published by IGA.
- 1.2.3. If a member participates or teaches at multiple affiliated clubs, they are only required to purchase membership once, this shall be linked with their primary club. Individuals can have Additional clubs linked to their profile.
- 1.2.4. IGA does not object to members or clubs being affiliated with multiple organisations. It is recommended that clubs seeking affiliation with multiple organisations establish themselves as separate legal entities and register them accordingly. It is a requirement, both for organisational purposes and our included insurance, that all participants and coaches involved in activities under the "IGA Banner" are registered and hold current membership with IGA. For instance, if a gymnastics class, display, or competition is conducted under the umbrella of IGA, all participants and coaches must be registered and hold active membership. If the club or members are participating in an activity under another organisation, their IGA membership will not be valid for that particular activity.
- 1.2.5. Membership is not required for administrative or office-based staff as they are covered under the club's membership. However, individuals who assist or teach in classes would need to have their own membership.

1.3. Membership Categories

- 1.3.1. The organisation shall have the following membership categories:
 - 1.3.1.1. Club
 - 1.3.1.2. Club Coach
 - 1.3.1.3. Freelance Coach
 - 1.3.1.4. Gymnast
 - 1.3.1.5. Recreational Bulk Membership
- 1.3.2. Each membership category has specific requirements (outlined in section 1.3), benefits, and rights, which are determined by the organisation.

1.4. Membership Eligibility

- 1.4.1. Individuals or organisations interested in becoming members of the organisation must meet the eligibility criteria as specified below:
 - 1.4.1.1. Club
 - 1.4.1.1.1. Any established or newly formed club or after-school session operating within the United Kingdom of Great Britain and Northern Ireland, separate from school timetabled classes, that seeks to establish affiliation with our organisation.
 - 1.4.1.2. Club Coach
 - 1.4.1.2.1. Individuals who actively participate in the sport through classes and/or competitions and are employed at or contracted to an affiliated IGA club.
 - 1.4.1.2.2. Individuals who possess an IGA Level 1 or higher qualification (or an equivalent qualification recognised by IGA).
 - 1.4.1.2.3. Individuals who are undergoing training to become a coach and are under the direct supervision of an affiliated coach with a Level 2 or higher qualification.
 - 1.4.1.2.4. Individuals who provide services as tutors or assessors for IGA.
 - 1.4.1.2.5. Individuals who enrol in an IGA course.

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1.4.1.3. Freelance Coach

- 1.4.1.3.1. Individuals who are not employed by an affiliated club or work in multiple venues, including both affiliated and non-affiliated clubs.
- 1.4.1.3.2. Individuals who possess an IGA Level 2 or higher qualification (or an equivalent qualification recognised by IGA).
- 1.4.1.3.3. Individuals who provide services as tutors or assessors for IGA.
- 1.4.1.3.4. Individuals who enrol in an IGA course.

1.4.2. Gymnast

- 1.4.2.1. Individuals who actively participate in the sport and/or competitions.

1.4.3. Recreational Gymnast

- 1.4.3.1. Non-Competitive individuals engaging in the sport.

1.4.4. The eligibility criteria may include, but are not limited to, professional qualifications, experience, industry affiliation, or any other requirements deemed appropriate by the organisation.

1.5. Conditions of Membership

1.5.1. Becoming a member

- 1.5.1.1. Membership and the renewal of membership (regardless of membership type) are subject to the following conditions:
 - 1.5.1.1.1. Cleared payment of fees, either by the member directly, an affiliated club, or a representative such as a parent or guardian.
 - 1.5.1.1.2. The membership type purchased is suitable for the specific gymnastics' activity conducted by the member.
 - 1.5.1.1.3. Individuals working in a regulated activity, as defined by the Disclosure and Barring Service (DBS) or other relevant government agency, must obtain at least once every three years an enhanced DBS (Formally known as CRB) or similar from the relevant government agency.
 - 1.5.1.1.4. Compliance with the conditions set by IGA's insurers and refraining from any actions that may invalidate any insurance policies held by IGA.
- 1.5.1.2. Adherence to the rules and procedures established by IGA.
- 1.5.1.3. Any membership fees received will be processed by IGA upon receipt, regardless of whether the application has been processed and approved. If an application cannot be completed, the fee will be refunded to the individual who made the payment, using the same method of payment.
- 1.5.1.4. Applicants must provide IGA with any necessary information required to complete a membership application.
- 1.5.1.5. The executive board reserves the right to reject new and returning coaches for annual membership.

1.5.2. Becoming an Affiliated Club

- 1.5.2.1. Membership and the renewal of membership are subject to the following conditions:
 - 1.5.2.1.1. Cleared payment of fees
 - 1.5.2.1.2. Completion of the annual registration and renewal form.
 - 1.5.2.1.3. Register all those who coach within the club under the IGA banner either prior to completing the club affiliation or within 24 hours of purchasing club affiliation.
 - 1.5.2.1.4. Begin registering all gymnasts to the club immediately after or within 24 hours of purchasing club affiliation.
 - 1.5.2.1.5. Each member being registered with IGA, either directly or through the club. If registered through the club, consent must be given to share relevant data with IGA.
 - 1.5.2.1.6. Ensuring that individuals working in your venue and involved in regulated activities as defined by the Disclosure and Barring Service (DBS) or other relevant government agency, obtain an enhanced DBS check at least once every three years.
 - 1.5.2.1.7. Ensuring those working in your venue, and in a regulated activity as defined by the Disclosure and Barring Service (DBS) or other such relevant Government agency must obtain at least once every three years an enhanced DBS (Formally known as CRB) or similar from the relevant government agency.
 - 1.5.2.1.8. Appointment of at least one individual as Welfare Officer who:
 - 1.5.2.1.8.1. Has obtained a DBS or relevant check within the last three years.
 - 1.5.2.1.8.2. Has completed a Safeguarding and Welfare course within the last two years.
 - 1.5.2.1.9. Appointment of an individual as head coach who holds at least an IGA Level 2 qualification or higher (or an equivalent qualification recognised by IGA).
- 1.5.2.2. Compliance with the conditions set by IGA's insurers and refraining from any actions that may invalidate any insurance policies held by IGA.
- 1.5.2.3. Compliance with all rules and procedures set by IGA.
- 1.5.2.4. Any membership fees received will be processed by IGA upon receipt, regardless of whether the application has been processed and approved. If an application cannot be completed, the fee will be refunded to the individual who made the payment, using the same method of payment.
- 1.5.2.5. Clubs must provide the following information to IGA for the completion of club affiliation, whether for a new club or renewal:
 - 1.5.2.5.1. Club name
 - 1.5.2.5.2. Venue address(es)
 - 1.5.2.5.3. Contact details.
 - 1.5.2.5.4. Head Coach's name and email address
 - 1.5.2.5.5. Welfare Officer's name and email address
 - 1.5.2.5.6. DBS Officer's name and email address
 - 1.5.2.5.7. Data Protection Officer's name and email address
 - 1.5.2.5.8. The executive board reserves the right to refuse new and returning clubs for annual membership.

2. Rights and Obligations of Members

2.1. Rights of Members

- 2.1.1. Members shall have the right to participate in the activities and programs organised by the organisation.
- 2.1.2. Members shall have access to the resources, benefits, and services provided by the organisation, as determined by their membership category.

2.2. Obligations of Members

- 2.2.1. Members shall comply with the rules and regulations set forth by the organisation.
- 2.2.2. Members shall pay the membership fees or dues in a timely manner, as determined by the organisation.
- 2.2.3. Members shall uphold the reputation and objectives of the organisation and act in an ethical and professional manner.
- 2.2.4. Members shall promptly notify the organisation of any changes to their contact information or membership details.

3. Membership Fees and Dues

3.1. Membership Fees

- 3.1.1. The organisation shall establish membership fees for each membership category.
- 3.1.2. Annual membership fees are due on the 1st October each year.
- 3.1.3. Membership fees may be subject to review and adjustment by the organisation, as deemed necessary.
- 3.1.4. Fees will be charged at the full rate for those joining up to the 31st March.

- 3.1.5. Fees will be charged at a reduced rate for those joining from the 1st April.

3.2. Payment of Membership Fees

- 3.2.1. Members shall pay the membership fees on an annual basis, or as specified by the organisation.
- 3.2.2. The organisation shall provide members with payment instructions and deadlines.

3.3. Consequences of Non-payment

- 3.3.1. Failure to pay membership fees within the specified timeframe may result in the suspension or termination of membership, at the discretion of the organisation.

4. Termination or Suspension of Membership

4.1. Termination of Membership

- 4.1.1. Any member who has not paid their renewal fees within 28 days from the start of the membership year (1st October) shall no longer be considered a member of the organisation and will no longer have access to the benefits of membership.
- 4.1.2. The organisation reserves the right to revoke the membership of any member who fails to comply with the rules, regulations, or code of conduct of the organisation.
- 4.1.3. The organisation reserves the right to revoke the membership of any member who has been found guilty of committing a criminal offense as outlined in 4.2.2.
- 4.1.4. If a member's membership is terminated under these rules for any reason, or if they choose to terminate their membership before the end of the membership year, no part of the annual fee will be refunded.
- 4.1.5. The termination of membership will be communicated to the member in writing, providing the reasons for the termination.

4.2. Suspension of Membership

- 4.2.1. The organisation may suspend a member's membership temporarily if they breach the rules, regulations, or code of conduct of the organisation.
- 4.2.2. The organisation may temporarily suspend a member's membership if they are accused of committing a criminal offense, including but not limited to:
 - 4.2.2.1. Sexual Offences
 - 4.2.2.2. Offenses involving children.
 - 4.2.2.3. Neglect
 - 4.2.2.4. Physical abuse
 - 4.2.2.5. Sexual abuse
 - 4.2.2.6. Emotional/Psychological abuse
 - 4.2.2.7. Bullying
 - 4.2.2.8. Fraud
 - 4.2.2.9. Theft
 - 4.2.2.10. Criminal Damage
 - 4.2.2.11. Drug-related offence
- 4.2.3. The organisation reserves the right to consider not only the offenses listed above but any criminal offense and make a determination on a case-by-case basis.
- 4.2.4. Any member who has been convicted of, or cautioned for, any of the offenses listed in 4.2.2 shall have their membership suspended and will not be permitted to apply for or renew any membership until the executive board approves their reinstatement.
- 4.2.5. Any member whose membership has expired or lapsed during a suspension or while a complaint or disciplinary proceeding is pending shall:
 - 4.2.5.1. remain subject to the rules and procedures of IGA; and
 - 4.2.5.2. not be authorised to apply or reapply for any form of membership until the executive specifically approves the member's application or re-application for membership.
- 4.2.6. The suspension of membership will be communicated to the member in writing, indicating the duration and conditions of the suspension.

4.3. Termination of Club Affiliation

- 4.3.1. Any club that fails to pay its renewal fees within 28 days after the start of the membership year (1st October) shall no longer be considered an affiliated club of IGA and will no longer receive the benefits of membership.
- 4.3.2. If a club fails to register all its members, the membership of the club and all its members shall be withdrawn. In this case only, fees shall be refunded.
- 4.3.3. If a club's affiliation is terminated under these rules for any reason, or if they choose to terminate their affiliation before the end of the membership year, no part of the annual fee will be refunded unless otherwise decided by the executive board.
- 4.3.4. When a club's affiliation is terminated:
 - 4.3.4.1. The club must notify its members that they are no longer affiliated with IGA.
 - 4.3.4.2. The club must cease using IGA branding in both physical and digital formats.
 - 4.3.4.3. Rule 4.3.4.2 will continue to apply to clubs after their affiliation has been terminated.
- 4.3.5. Any club whose affiliation with IGA has been terminated will no longer receive the benefits of membership.

5. Amendments to the Rule Book

5.1. Amendment Process

- 5.1.1. The organisation may amend this rule book at its discretion through a meeting of the senior management.

5.2. Notice of Amendments

- 5.2.1. Members shall be notified of any approved amendments to the rule book in a timely manner.

6. Dispute Resolution

6.1. Mediation

- 6.1.1. In the event of a dispute between members or between a member and the organisation, the parties shall first attempt to resolve the dispute through mediation, using a neutral third party if necessary.

6.2. Arbitration

- 6.2.1. If mediation fails to resolve the dispute, the parties may choose to resolve the matter through arbitration in accordance with the applicable laws or rules of the United Kingdom

7. Miscellaneous

7.1. Severability

- 7.1.1. In the event that any provision of this rule book is deemed invalid or unenforceable, the remaining provisions shall remain in full force and effect.

7.2. Governing Law

- 7.2.1. This rule book shall be governed by and construed in accordance with the laws of England and Wales

7.3. Effective Date and Revisions

- 7.3.1. This rule book shall take effect on the specified effective date and supersede any previous rule book or membership documents.
- 7.3.2. Revisions to this rule book shall be made as necessary and communicated to the members in a timely manner.

7.4. Club Register

- 7.4.1. Each affiliated club MUST maintain a complete and up to date register of participants and should include but not limited to the following:
 - 7.4.1.1. Full Name
 - 7.4.1.2. Address
 - 7.4.1.3. Date of Birth
 - 7.4.1.4. Gender
 - 7.4.1.5. If under 18 full name and contact details of the parent/guardian
 - 7.4.1.6. Any known medical conditions
 - 7.4.1.7. Date the participant joined the club as a member.
 - 7.4.1.8. IGA Membership Number
- 7.4.2. From time to time, IGA may require access to the registers held by affiliated clubs. For example, in the event of an insurance claim.
- 7.4.3. Affiliated clubs MUST comply will all data protection laws relating to privacy and the use of data.