



MEMBERSHIP RULES

VERSION 1.7

Version 1.4 - March 2025



Version History

Version	Summary of amendments/changes	Published Date
Version 1.1	Document Created	April 2021
Version 1.2	Re-wording of 1.4	March 2022
Version 1.3	Bulk Membership Added	August 2022
Version 1.4	Re-written & updated	August 2023
Version 1.5	Re-written & updated	April 2024
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General Provisions

1.1 Name and Purpose.

1.1.1. Welcome to Independent Gymnastics, affectionately known as IGA! Herein, we refer to our organisation as IGA.

1.1.2. At IGA, our mission is to promote and enhance the sport of gymnastics, with a special focus on its recreational aspects. We accomplish this by offering our members access to coaching courses spanning different disciplines, organising inclusive competitions open to athletes of all ages, and providing continuous support, guidance, and advice whenever needed.

Membership Application

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. It is a requirement, both for organisational purposes, safeguarding and our included insurance coverage, that all participants and coaches involved in activities registered to the affiliated IGA Club must be registered and hold current membership and credentials with IGA.

Example 1: 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.

Example 2: A club must register all coaches and gymnasts that are affiliated under the registered club with IGA.

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.



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 1.4.1), benefits, and rights, which are determined by Independent Gymnastics Association.

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.

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 Independent Gymnastics Association.



1.4.4 **Welfare Officer:** Individuals responsible for ensuring safeguarding and welfare standards are met within clubs and organisations.

1.4.5 **Admin Team:** Individuals supporting club management and organisational duties.

1.4.6 **Volunteer:** Individuals offering support to clubs, events, and IGA activities on a voluntary basis.

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 must be suitable for the specific gymnastics' activity conducted by the member.

1.5.1.1.3. Individuals aged 16 years and above 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.

1.5.1.5 General Membership Conditions

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.



Conditions of 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 aged from 16 years 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. Appointment of at least one individual as Welfare Officer who:

1.5.2.1.8. Has obtained a DBS or relevant check within the last three years.

1.5.2.1.8.1. Has completed a Safeguarding and Welfare course within the last two years.

1.5.2.1.8.2. 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).

1.5.2.1.9. Compliance with all rules and procedures set by IGA. Compliance with the conditions set by IGA's insurers and refraining from any actions that may invalidate any insurance policies held by IGA.

1.5.2.2. 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.

1.5.2.3. Clubs must provide the following information to IGA for the completion of club affiliation, whether for a new club or renewal:

1.5.2.4. Club name and Venue address(es)

1.5.2.5. Contact details including Head Coach's name and email address

1.5.2.5.1. Welfare Officer's name and email address

1.5.2.5.2. DBS Officer's name and email address

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

1.5.2.4 The executive board reserves the right to reject new and returning clubs for annual membership.



Rights and obligations of members

2.1. Rights of Members

2.1.1. Members shall have the right to participate in the activities and programmes organised by the organisation in a safe, inclusive, and non-discriminatory environment, free from harassment or abuse.

2.1.2. Members shall have access to the resources, benefits, and services provided by the organisation, as determined by their membership category.

2.1.3. Members have the right to raise concerns, complaints, or appeals through a formal process outlined by IGA.

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.

2.2.5. Members must adhere to safeguarding policies and report any concerns related to safety or misconduct.

2.2.6. Members must ensure their activities under IGA are conducted within the scope of IGA's insurance policies.

Membership Fee's 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 a quarterly discount rate, with fee's discounted throughout the year for new members only.

3.1.4a The three taster sessions offered in our insurance document are only applicable to new members not renewing members.

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. Members or clubs who have not renewed or paid their membership will no longer be covered under IGA insurance.

3.3.2. Failure to pay membership fees within the specified timeframe may result in:

- Suspension of membership benefits
- Removal from IGA-affiliated activities
- Termination of membership at the organisation's discretion
- 3.3.3. Reinstatement of membership after suspension due to non-payment may require an additional administrative fee.

Termination or Suspension of Membership

4.1. Termination of Membership

4.1.1. Any member who has not paid their renewal fees 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. Before revoking membership, the organisation will conduct a fair review, including notifying the member and providing an opportunity for them to respond.



4.1.3. The organisation reserves the right to revoke the membership of any member who has been found guilty of committing a criminal offence as outlined in 4.2.2. A disciplinary review will be conducted before final termination.

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.

4.1.6. If a membership is suspended or revoked in error, IGA will reinstate the member without additional fees.

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 offence, including but not limited to:

- 4.2.2.1. Sexual Offences
- 4.2.2.2. Offences 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 offences listed above but any criminal offence 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 offences 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. Suspended members may submit a written appeal to the executive board for review after [12] months.



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.
- 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.

Termination of Club Affiliation

4.3. Termination of Club Affiliation

4.3.1. Any club that fails to pay its renewal fees by 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.

4.3.6. **A club's affiliation may also be terminated if it is found to be in breach of safeguarding policies or any other IGA policies. This includes, but is not limited to:**

- 4.3.6.1. Failure to implement appropriate safeguarding measures for children and vulnerable individuals.
- 4.3.6.2. Breaching the IGA's safeguarding policies or failing to report safeguarding concerns as required.
- 4.3.6.3. Any misconduct or actions that bring the IGA into disrepute or compromise the safety and welfare of participants.



4.3.7. In cases where a club's affiliation is terminated due to safeguarding or policy breaches, the executive board may impose additional sanctions or restrictions on future membership applications from the club or its officials.

4.3.8. Refunds and Individual Membership Responsibility

4.3.8.1. In the event that a club's affiliation with IGA is terminated due to a breach of safeguarding policies or any other IGA policies, IGA shall not be responsible for refunding any individual membership fees or insurance premiums paid through the club.

4.3.8.2. For individuals who pay their insurance directly to IGA:

- 4.3.8.2.1. Insurance purchased directly from IGA is non-refundable if a club's affiliation is terminated due to a safeguarding or policy breach, unless otherwise required by law.
- 4.3.8.2.2. If the individual remains eligible for IGA insurance and can transfer to another IGA affiliated club, their insurance will remain valid for the remainder of the membership term.
- 4.3.8.2.3. If a member is unable to transfer to another IGA affiliated club, refund requests will be reviewed on a case-by-case basis, subject to the terms of the IGA insurance policy.

4.3.8.3. IGA is not liable for any financial losses incurred by individual members as a result of a club's termination due to safeguarding breaches or policy violations.

4.3.8.4. Members paying directly to IGA agree to these terms upon purchase, and it is their responsibility to review their membership and insurance agreements.

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. However, any amendments must be made in accordance with the organisation's constitution or governance rules, which may require a broader consultation or vote by members or the board, depending on the nature of the amendment.

5.2. Notice of Amendments

- 5.2.1. Members shall be notified of any approved amendments to the rule book in a timely manner. Such notice will be given in a clear and accessible format, and members will be informed of the key changes and the date when the amendments come into effect. Notice will be provided via email, official website, or other communication channels deemed appropriate by the organisation.

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. The mediator will be selected by mutual agreement between the parties, or if no agreement can be reached, the mediator will be appointed by an independent mediation service. The mediation process will be confidential, and any outcomes will only be binding if both parties agree in writing.

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. The arbitration will be conducted by a neutral arbitrator or tribunal, chosen by mutual agreement between the parties. If the parties cannot agree on an arbitrator, one will be appointed by an independent arbitration body. The decision of the arbitrator will be final and binding, subject to any applicable appeals process under UK law.

6.3. Complaints Procedure

- For a more detailed explanation of how complaints are handled, including the process for lodging a formal complaint, please refer to our IGA Complaints Policy. This policy outlines the steps for addressing complaints, including how complaints are logged, handled at different stages, and the possible outcomes, such as mediation or escalation. All parties involved in a dispute or complaint are encouraged to follow the structured procedure outlined in the Complaints Policy to ensure fair and transparent resolution.

[IGA Complaints Policy](#)



Miscellaneous

7.1. Sever-ability

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