



NEW CLUB REQUIREMENTS POLICY

Version 1.0



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Introduction

The Independent Gymnastics Association (IGA) is dedicated to fostering a safe, supportive, and professional environment for all affiliated clubs. This policy outlines the comprehensive requirements for new clubs seeking affiliation with the IGA, ensuring adherence to our standards and commitment to safeguarding, coaching excellence, and operational compliance.

Club Affiliation & Requirements

To achieve IGA affiliation, new clubs must complete the following steps:

- **Affiliation Application:** Submit the official application form available on the IGA website.
- **Club Details Verification:** After submission, the IGA will verify that the application form has been completed correctly, all necessary accounts have been created, and any required disclosures have been made.
- **Coach and Gymnast Registration:**
 - Coaches: Create profiles detailing qualifications and link them to the club. Coaches are required to upload copies of their coaching qualifications, Enhanced DBS certificate, and safeguarding certification.
 - Gymnasts: Register participants and associate them with the club through one of the following methods:
 - Gymnast Membership: Either clubs or parents can create individual memberships for gymnasts, linking them directly to the club.
 - Bulk Membership: Clubs can register multiple gymnasts simultaneously by providing full names and dates of birth.
- **Welfare Officer Awareness:**
 - Welfare Officer Appointment: Each affiliated club must appoint a Welfare Officer who operates independently from the coaching team. This independence ensures objectivity and prevents potential conflicts of interest. The Welfare Officer should not have familial or close personal relationships with coaching staff.
 - Qualifications and Clearances: The appointed Welfare Officer must:
 1. Hold an active Enhanced DBS (Disclosure and Barring Service) certificate.
 2. Possess a current safeguarding qualification, which must be CPD Credited
 - JustGo Platform Requirements: The Welfare Officer must maintain an active account on the JustGo platform, ensuring that all necessary documents—including their DBS certificate and safeguarding qualification—are uploaded and linked to their profile.
 - Affiliation Compliance: A club's affiliation with the IGA will not be valid unless it meets the Welfare Officer requirements outlined above.
- For comprehensive details on the roles and responsibilities of the Welfare Officer, please refer to the IGA's Welfare Officer Roles and Responsibilities Policy.

[Welfare Officer Roles & Responsibilities Policy](#)

- **Disclosure of Suspensions:** Inform the IGA of any current or past suspensions or disciplinary actions imposed by other governing bodies, including the reasons for such actions. The IGA may conduct an investigation to determine the suitability of the club for affiliation.



Safeguarding and Welfare

The IGA prioritises the protection of children, young people, and vulnerable adults. Affiliated clubs must:

- **Safeguarding Policy:** Adopt and implement the IGA's Safeguarding Policy, which aligns with the Child Safe Organisation framework, ensuring a culture of openness and trust.
- **Safe Sport Policies:** By affiliating with IGA clubs are agreeing to adopt and implement the safeguarding policies outlined under Safe Sport. ([Safe Sport](#))
- **Accident Reporting:** Maintain an Accident Reporting Book and promptly report serious incidents to both the IGA and Marsh Sport. Clubs must adopt and implement the IGA RIDDOR policy.
- **Coach Training:** Ensure all coaches complete a safeguarding course. This must be CPD credited.
- **DBS Checks:** Obtain Enhanced DBS Checks for all coaches aged 16 and over through, renewing every three years.
- **Welfare Officer Appointment:** Designate a Non-Conflicted Welfare Officer, ensuring they are not simultaneously serving as a coach.
- **Reporting Channels:** Establish clear, accessible, and confidential channels for reporting concerns, ensuring that all participants are aware of how to raise issues.

Coaching Standards

To uphold high coaching standards, clubs must:

- **Session Oversight:** Have all sessions supervised by a Level 2 Coach (aged 18 or older) with relevant qualifications.
- **Assistant Coaches:** Allow Level 1 Coaches to assist under supervision, ensuring they do not exceed their qualification level.
- **Youth Coaches:** Comply with local authority regulations regarding the employment or volunteering of coaches aged 14-16. Coaches under the age of 16 must:
 - **Qualifications:** Obtain a minimum of a Level 1 coaching qualification.
 - **Background Checks:** Possess an active Enhanced DBS certificate (for coaches 16 and above).
 - **Insurance:** Secure appropriate insurance coverage.
- **First Aid Training:** Encourage all coaches to undertake a First Aid in Sport course to enhance safety within the club.
- **Code of Conduct:** Coaches are required to follow the Coaches Code of Conduct, which emphasises the importance of ensuring the safety of all children through effective supervision, proper planning, and the use of safe methods. This includes obtaining a valid DBS certificate if working closely with children, treating all young people fairly, and fostering an environment free from discrimination and inappropriate behavior.

For detailed information, refer to the IGA Coaches Code of Conduct.

[Coaches Code Of Conduct Policy](#)



Health & Safety

Clubs are responsible for:

- **Compliance:** Adhere to venue-specific health and safety regulations.
- **Drop-off and Collection:** Implement clear policies to ensure the safe arrival and departure of gymnasts.
- **Risk Assessments:** Conduct regular assessments to identify and mitigate potential hazards.
- **Reporting Incidents:** Report serious incidents, injuries, or dangerous occurrences to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- As required reporting Injuries to IGA and Marsh Sport.

For more information, refer to the IGA Health and Safety Guidelines.

Governance & Compliance

nAffiliated clubs must:

- **IGA Policies:** Comply with all IGA policies, including the Safe Sport Framework, Anti-Bullying Policy, and Code of Conduct.
- **Continuous Development:** Commit to the ongoing professional development of coaches and staff.
- **Reporting Concerns:** Utilise the IGA's procedures to report safeguarding concerns, ensuring a safe environment for all participants.

For detailed information, refer to the IGA Governance and Compliance Policies.

HELPFUL CHECKLIST

Introducing our helpful checklist designed to ensure you're fully prepared and ready to go. This checklist is crucial for all clubs to follow, as it covers essential steps to create and maintain a safe and supportive environment for both gymnasts and coaches. By adhering to these guidelines, you can ensure that your club operates smoothly and upholds the highest standards of safety and excellence.

- Club Affiliated** It is essential to secure your club affiliation to access IGA support, insurance coverage, and the full range of benefits we offer. Without this affiliation, you will not be able to take advantage of these resources.
- Add Club Logo & Check Details** Upload your club's logo and verify that all information is accurate, as it has been extracted from your registration form.
- Add Coaches** Coaches need to create their own profiles, input their qualifications and credentials, and link their profiles to your club using the "Find My Club" feature.
- Add Gymnasts** Parents need to create their child's own profiles signing up in their child's name and link their profiles to your club using the "Find My Club" feature.

SAFEGUARDING CHECKLIST

- Awareness of Welfare Officer** It's crucial for your members to know whom to contact with any concerns. You can download our poster, which is available on the Insight Hub, to provide this information.
- Non-Conflicted Welfare Officer** It's crucial for your club that your Welfare Officer is someone who holds no conflict of interest. This must be a non-connected member who is not a coach or club administrator.
- Accident Book** Every club must maintain an accident reporting book. Any accidents requiring A&E care must be reported to us and Marsh Sport immediately following the incident.
- Safeguarding Course** We recommend that all coaches complete a safeguarding in sport course. This training equips coaches with the knowledge and confidence needed to ensure the safety of participants.
- First Aid Course** We recommend that all coaches complete a First Aid in sport course. This training equips coaches with the knowledge and confidence needed to ensure the safety of participants.
- DBS** It is essential that all coaches aged 16 and over have an up-to-date DBS check. We use First Advantage for this process, and further information is available on our website under the Safe Sport section.

IMPORTANT THINGS TO REMEMBER:

- Level 2 Coach** Every club must have a Level 2 coach, aged 18 or older, overseeing all classes. This coach must hold a Level 2 qualification in the specific discipline they intend to teach. Is this covered every session?
- Level 1 Coach** A Level 1 coach can assist under the supervision of a Level 2 coach but should not teach beyond their certification level, except for training purposes.
- 14 - 16 years** If you have a coach aged 14 to 16, it's essential to contact your local authorities to review their regulations regarding volunteering or working at your club.
- Gym Safety** It's essential to prioritise safety in your club by carefully managing parent drop-offs and collections, as well as ensuring venue health and safety compliance. Is your club safe to open?