



ACCESS AFFILIATION POLICY



Version History

| Version | Summary of amendments/changes | Published Date |
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Purpose

1. This policy outlines the responsibilities and expectations of clubs operating under IGA's Access-Only Membership. It ensures that clubs remain compliant with IGA procedures and uphold safe, inclusive, and high-quality practices across all operations.

Membership Requirements

2.1 Access Club Registration

- Clubs must register annually via the IGA Intention to Register Form.
- Only registered Access Clubs may access coach education, resources, and discounted support.

2.2 Coach Membership

- All coaching staff must hold a valid IGA Access Coach Membership per year.
- Coaches must renew their membership annually before participating in any IGA courses.

2.3 Insurance Status

- Access Clubs are not insured under IGA's Public Liability scheme.
- It is the club's responsibility to ensure that all members (coaches and gymnasts) are appropriately insured via external providers.



Training and Qualifications

3.1 Course Access

- Access Members can book onto any IGA course in any discipline only, including online and in-person courses provided they have a valid DBS and safeguarding certification.
- Courses run by third-party providers (e.g., NRG, BG) are not included in Access Membership benefits, even if held at IGA-registered venues.
- Tutors may only be approved by IGA and must deliver courses as per IGA's syllabus and safeguarding policy.

3.2 Observers/Refresher Courses

- Coaches observing courses (not taking part practically) may be offered up to a 75% discount, subject to availability and approval.
- Coaches observing courses must also be compliant and hold a valid DBS and safeguarding certification.

3.3 Course Attendance

- Coaches must attend the full duration of any course to receive a credential.
- Credentials are only issued upon successful completion and tutor sign-off.
- Adhere to IGA's coaching course policies including our cancellation and refund policy.

Club Responsibilities

4.1 Compliance

- Clubs must adhere to IGA's policies regarding coaches code of conduct.

4.2 JustGo Portal Maintenance

- Clubs are responsible for ensuring that all coaches have up-to-date profiles on the JustGo portal at all times, including:
 - Accurate contact details
 - Current and previous coaching credentials
 - Relevant compliance documents (e.g., DBS and Safeguarding which)

4.3 Communication

- Clubs must ensure all coaches opt in to receive IGA updates and emails.



Misconduct and Termination

5.1 Zero Tolerance for Serious Safeguarding Breaches

IGA operates a zero-tolerance policy for any breaches of safeguarding, particularly those involving:

- Physical, emotional, or sexual abuse
- Neglect
- Grooming or inappropriate communication with minors
- Failure to report safeguarding concerns
- Any behaviour deemed to place a gymnast, coach, volunteer, or spectator at risk

Any individual found to be involved in, complicit with, will face immediate suspension and referral to the relevant authorities and safeguarding bodies.

5.2 General Misconduct

Misconduct may also include but is not limited to:

- Breach of IGA's Code of Conduct
- Disrespectful, threatening, or abusive behaviour
- Misrepresentation of qualifications or falsifying documents
- Repeated non-compliance with IGA policies or procedures

5.3 Reporting and Investigation

- Allegations will be handled in line with IGA's disciplinary framework, ensuring a fair and thorough investigation.
- Pending investigation, individuals may be suspended from duties to protect all involved parties.

5.4 Sanctions

- Depending on the nature of the misconduct, sanctions may range from written warnings to permanent removal from IGA membership and referral to statutory agencies.

5.5 Appeals

- Clubs have the right to appeal sanctions in writing within 14 days of notice.



Data Protection and GDPR Compliance

6.1 IGA requires all clubs to ensure that personal data shared for the purposes of membership, insurance, and course access is collected and processed in accordance with the UK GDPR and IGA's privacy policy.

- Clubs must only provide accurate and up-to-date data with the informed consent of the individuals concerned.
- IGA will process all personal data securely and only for legitimate purposes related to membership, safeguarding, and course provision.

The IGA privacy policy can be accessed at:

<https://www.independentgymnastics.com/privacy-policy>

Escalation Procedure for Club Non-Compliance

To ensure the accuracy and reliability of club-submitted data, IGA enforces a three-strike policy for non-compliance with membership and course policies:

- Strike 1: Formal written warning and request for immediate corrective action.
- Strike 2: Temporary suspension of access to new course bookings for 14 days.
- Strike 3: Full review of the club's Access Membership status, with potential revocation or permanent restriction of IGA course access.

Repeated failure to comply may result in removal from the Access Membership register.

Appeals can be submitted within 14 days of sanction.



Extra Policies that Access Clubs must adhere to:

[Coaches Code of Conduct](#)

[Safe Travel Guidance](#)