



---

# **ACCESS ONLY MEMBERSHIP**

---

***YOUR GUIDE TO JUSTGO AND YOUR AFFILIATION TIER***

## INTRODUCTION:

Welcome to the JustGo manual for our Access Only members. This guide has been created to support you in navigating and making the most of your JustGo profile. As an Access Only member, your focus is on coaching education and development, and this manual will provide you with everything you need to understand how to manage your account effectively. From updating credentials to enrolling on courses, this resource will help ensure your profile is set up correctly and used to its full benefit throughout your journey with IGA.

## CONTENTS:

Page 2:	Navigating your club profile.
Page 3:	Managing your club members.
Page 4:	Coach requirements on the portal.
Page 5:	How to book onto a course.
Page 6:	Hosting an IGA Course
Page 7:	IGA qualification pathways
Page 8:	Online courses
Page 9:	Frequently asked questions



# NAVIGATING YOUR CLUB PROFILE

Navigating your club profile on JustGo is essential for managing your affiliation and member information efficiently. Within the club dashboard, you can update your club details, upload attachments, manage your coaches and ensure you are compliant with the IGA Access membership policy.

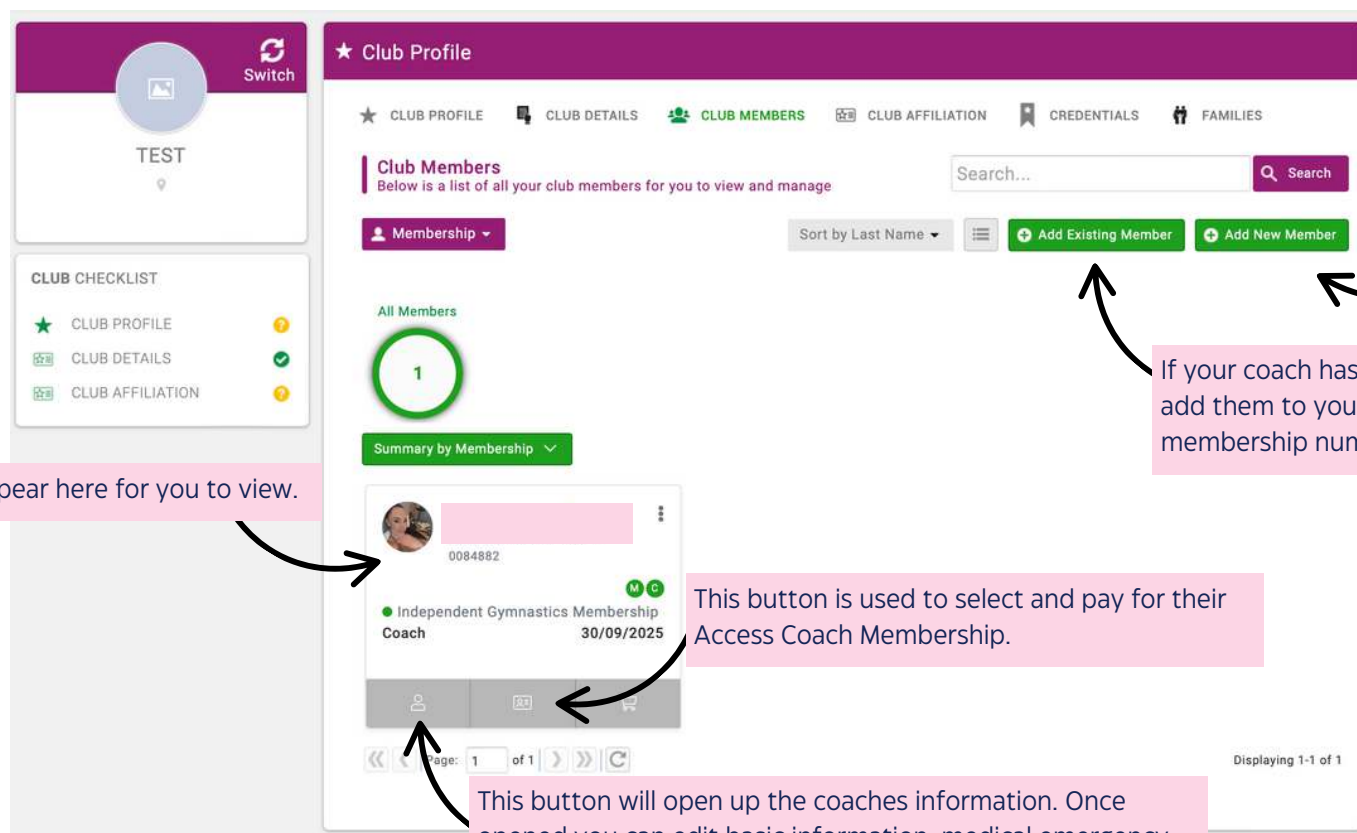
## YOUR CLUB PROFILE

Here is your club profile. Please note that once your affiliation is active, your club's details will appear on our website under the Club Finder. We recommend that you only include contact information you are comfortable sharing publicly.

The screenshot displays the 'Club Profile' dashboard. On the left, a sidebar shows a 'Switch' button and a 'TEST' profile. Below this is a 'CLUB CHECKLIST' with three items: 'CLUB PROFILE' (marked with a green star), 'CLUB DETAILS' (marked with a green checkmark), and 'CLUB AFFILIATION' (marked with a yellow question mark). A callout box points to the green star with the text: 'Green ticks will appear here when you are fully compliant.' The main content area has a purple header '★ Club Profile' and a navigation bar with tabs: '★ CLUB PROFILE', 'CLUB DETAILS', 'CLUB MEMBERS', 'CLUB AFFILIATION', 'CREDENTIALS', and 'FAMILIES'. The 'CLUB PROFILE' tab is active. Below the navigation bar, there is a club profile card for 'TEST (CL1119)' with a placeholder image and a location pin. To the right of the card is a 'Basic Details' section with the text 'Review and update club's basic details' and an 'Update Details' button. A callout box points to the button with the text: 'Click here to update your club details.' Below the 'Basic Details' section are 'Social Media' and 'Attachments' sections. A callout box points to the 'Attachments' section with the text: 'Upload important club attachments here'. Another callout box points to the club name 'TEST (CL1119)' with the text: 'Your contact information will appear here.' The location 'United Kingdom' is displayed at the bottom of the main content area.

# MANAGING YOUR CLUB MEMBERS ON YOUR JUST GO PORTAL

In this section, you can view all coaches linked to your club's portal. From here, you can add or manage their Access membership, as well as check the status of their credentials. You can also upload any missing documentation such as DBS certificates, safeguarding qualifications, or coaching awards to ensure they meet IGA compliance standards.



Your coaches profiles will appear here for you to view.

If you are creating the Just Go profile for your coaches you can add a new member here.

If your coach has created their profile, you can add them to your club by searching their membership number.

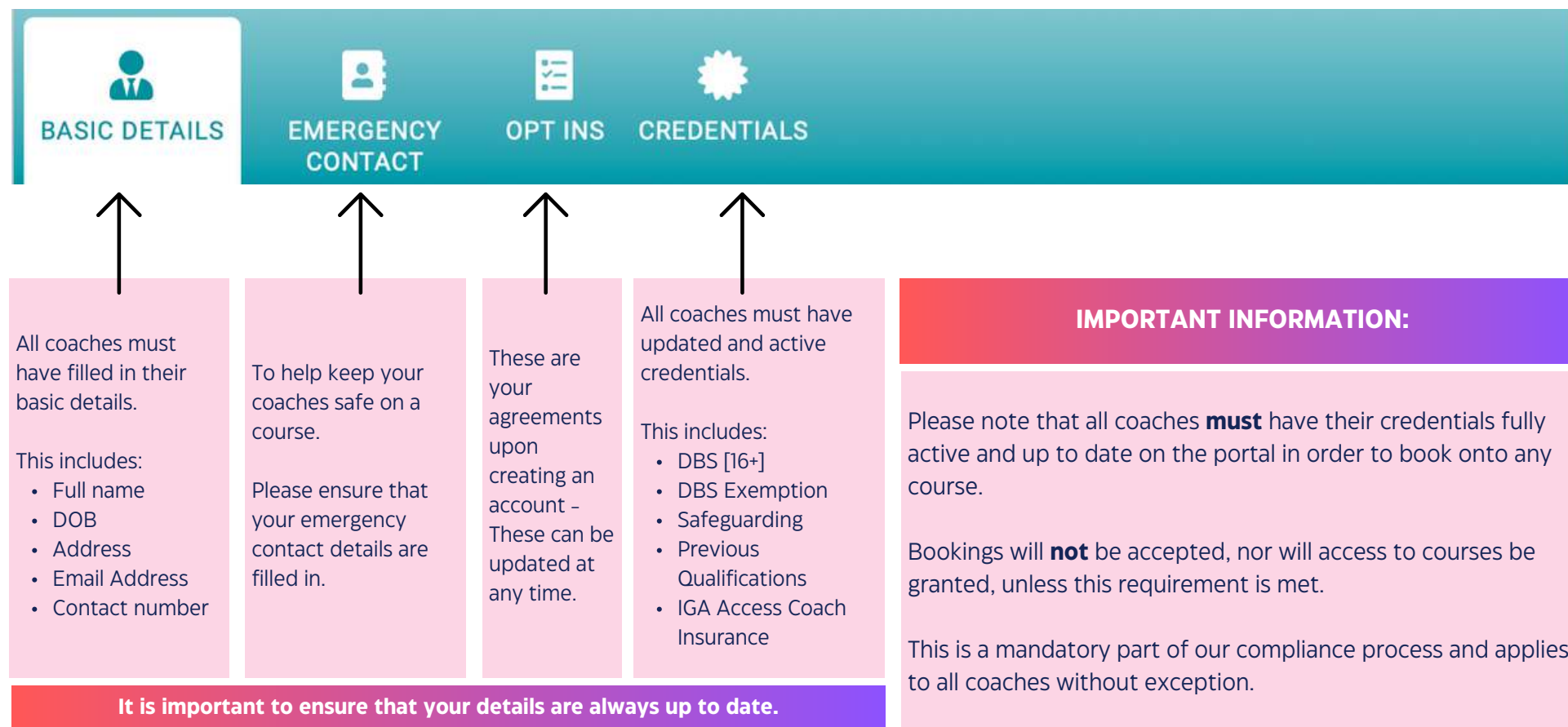
This button is used to select and pay for their Access Coach Membership.

This button will open up the coaches information. Once opened you can edit basic information, medical emergency information, their roles, and upload and view credentials.

We recommend all coaches have an emergency contact added in case an emergency occurs at an IGA Course.

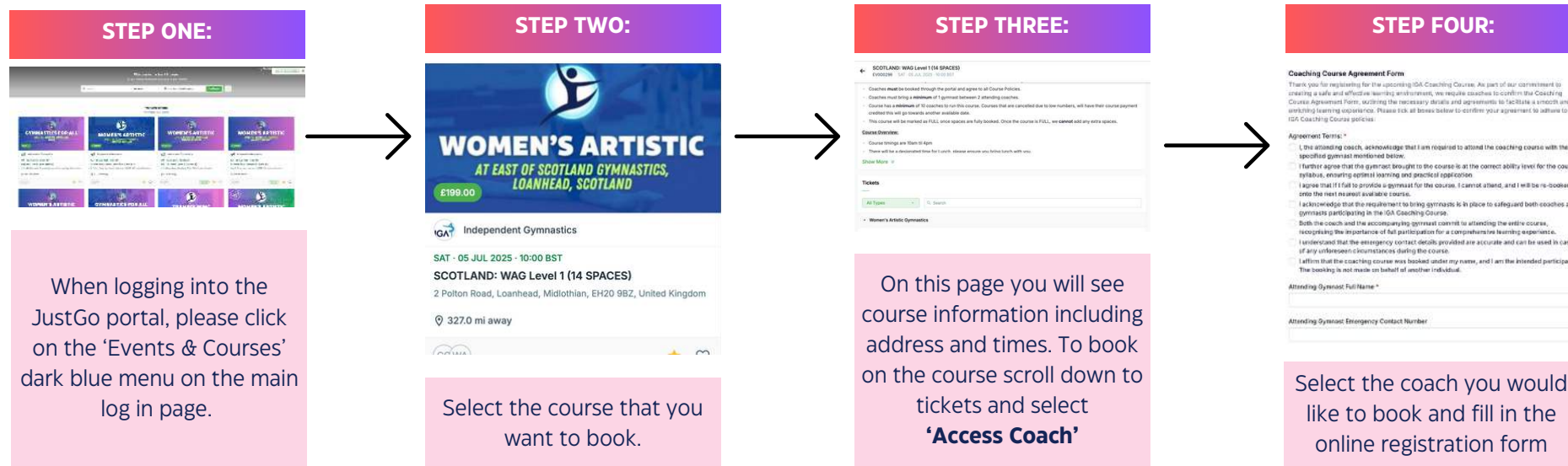
# COACH REQUIREMENTS ON THE JUST GO PORTAL

To be recognised as an Access Coach under our affiliation, it is essential that all coaches remain fully compliant with our requirements. This ensures that every coach and every course delivered under our affiliation—regardless of the specific services or platforms they use—meets our standards for safety, quality, and safeguarding. Maintaining this level of oversight allows us to uphold the integrity of our programmes and provide assurance that all affiliated coaching activity is delivered in a safe and responsible manner.



# HOW TO BOOK ONTO A COURSE

All course bookings must be made via the online portal — this is a mandatory requirement. This applies to both individual coaches booking directly and clubs hosting courses. **No** bookings will be processed outside of the portal, and coaches who are not fully compliant will not be accepted onto courses under any circumstances.



## IMPORTANT INFORMATION:



**Only** coaches who appear on the list will be able to be booked onto an IGA Courses. Those who cannot be booked on will be **missing** a credential.



All coaches **MUST** bring one gymnast to a course they are attending. IGA courses are physical and require gymnasts to participate to complete the course.



Please ensure that you have secured a gymnast **BEFORE** booking onto the course – course placements are not secure until a gymnast name is added.

## HOSTING AN IGA COURSE

IGA is proactive and committed to making coach education as accessible and flexible as possible. With that in mind, we are able to deliver coaching courses at your venue, provided the location is approved and meets our required standards.

### STEP ONE:

Fill in our course hosting online form, This will help our team understand your club setting and what courses can be run at your venue.

[LINK!](#)

### STEP TWO:

Once approved by our Team, we will contact you to secure a date and time for your course. Most courses are 10am til 4pm.

### STEP THREE:

The team will then confirm an allocated Tutor and the course has been added to the JustGo portal and is ready for you to book on your coaches.

### STEP FOUR:

If the venue cost is **FREE**, you will gain **THREE FREE** spaces on the course – these will be booked by our team.

### STEP FIVE:

Once payment has been made the coach can attend the course.

### IMPORTANT INFORMATION:



Courses **must** have a minimum of 8 coaches booked onto the course for the course to go ahead.



If you cannot fill the 8 minimum spaces of 8 coaches, then sadly we cannot come to your venue, unless you can team up with another club to fill the spaces



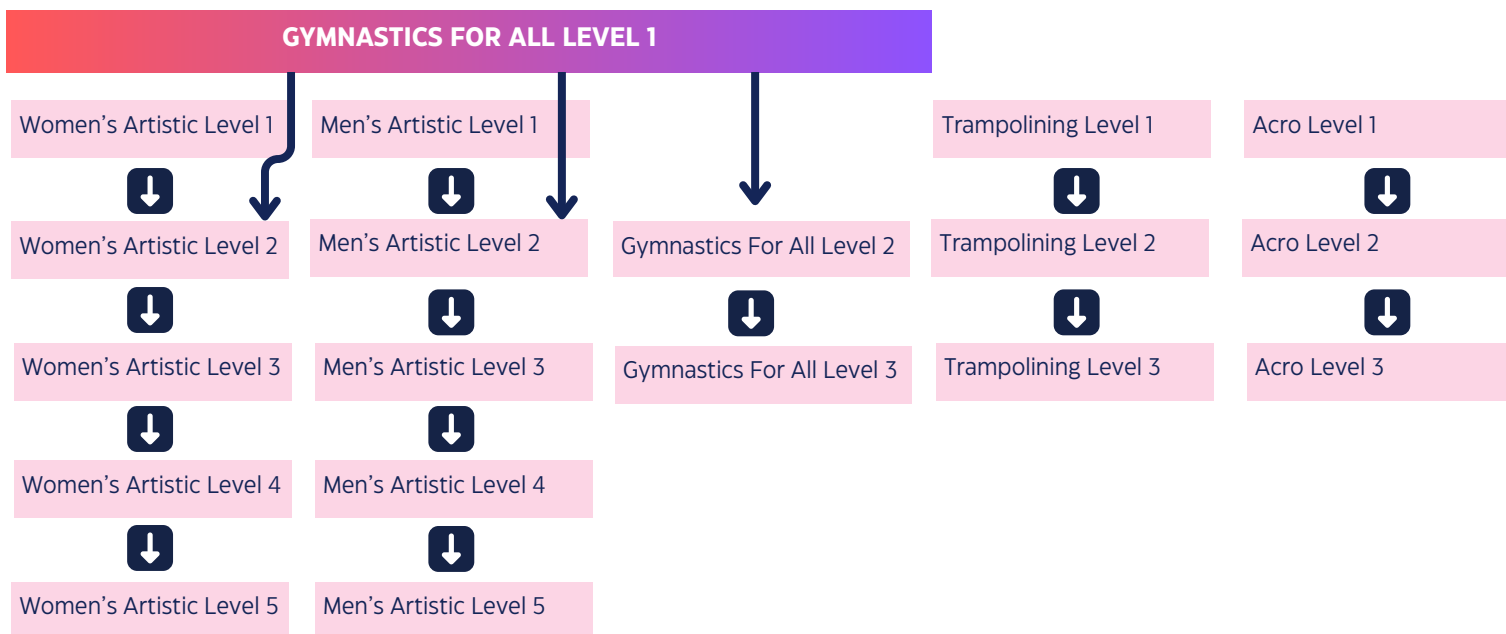
Our **maximum** number of candidates is 20 – If your club cannot fill the spaces we ask that IGA can open the booking up to others in the community.



We require a **minimum** of 6 weeks notice when booking a course date, this allows us to promote and fill the spaces.

# IGA QUALIFICATIONS PATHWAY

At IGA, we are committed to ensuring that no gaps exist in coach education. To maintain high standards and safeguard both coaches and gymnasts, we have clearly defined pathways in place that must be followed in order to progress to the next stage of qualification. These pathways are designed to build knowledge, confidence, and competence at each level, ensuring that all coaches are fully prepared and compliant before advancing further.



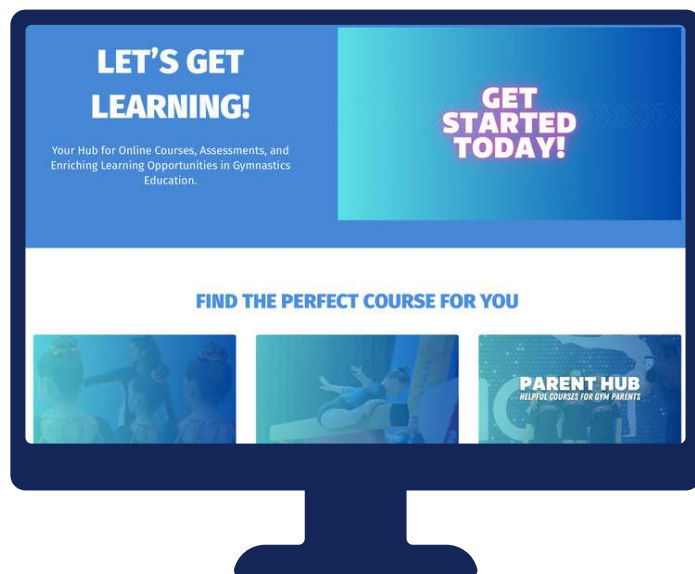
## IMPORTANT INFORMATION:

- ❗ Coaches must not skip over to other disciplines - it is important that coaches fulfil the level before, and if starting a new discipline, begin at the beginning with a Level 1
- ❗ The only course that can be skipped is WAG/MAG Level 1 provided the coach has participated in a GFA Level 1.
- ❗ Please be aware each discipline has unique learning attributes, and it is important that coaches are ready for the courses they are booked onto as each course comes with a unique set up. This may include online assessments and video assessments.



## ONLINE COURSES

IGA Access Affiliation coaches have the opportunity to take full advantage of our wide range of online courses. These flexible learning options are designed to support coaches in developing their knowledge and skills at their own pace, from any location. Whether you're looking to complete safeguarding or theory modules, our online platform ensures that Access coaches can continue their education conveniently while remaining fully compliant with IGA standards.



Safeguarding courses for 14–15 years old/16+ and adults



Welfare Officer Course



Free courses such as The Power of Positive Coaching and Effective Communication with Parents



Coaching Course Assessments



Parent Hub - FREE Courses for parents to understand the world of gymnastics

**AND MORE!**

[DIRECT LINK TO OUR ONLINE COURSES](#)



*Please note our online courses are not connected to JustGo . This is a unique platform therefore the coaches will need make an account in their own details to access the courses.*

## FREQUENTLY ASKED QUESTIONS



### ***Why do I need to take out the Access Coach Membership?***

You need to take out the Access Coach Membership because it ensures that IGA holds the liability for any accidents or incidents that may occur while you are participating in an IGA course. This membership provides insurance cover for both you and the attending gymnast(s) not only during the course itself, but also while travelling to and from the course. It offers essential protection and peace of mind, and without it, we are unable to extend this cover or accept responsibility.



### ***How long does the Access Coach Membership last?***

It lasts for 12 months from the date of activation and is linked specifically to your participation in IGA education courses.



### ***How do I purchase Access Coach Membership?***

You can purchase it directly through the IGA portal. Simply register, log in, and select the Access Coach Membership option.



### ***Can I attend a course without taking out Access Coach Membership?***

No. For insurance and safeguarding reasons, all coaches must have active Access Coach Membership before attending or booking onto an IGA course. Without this, you will not be accepted onto the course.