



SUMMER CAMPS & BIRTHDAY PARTIES AFFILIATION POLICY

Version 1.0

Independent Gymnastics Association | Effective 1st September 2025 |



Version History

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Purpose

The purpose of this policy is to outline the terms of affiliation for clubs and coaches delivering short-term, non-membership-based activities, such as summer camps, gymnastics parties, and holiday sessions. This policy ensures that appropriate Public Liability and Personal Accident insurance is in place for registered coaches, while maintaining IGA's commitment to safe, inclusive, and well-managed gymnastics environments.

This affiliation option provides a flexible solution for seasonal or one-off events that fall outside of standard club activities. This affiliation is intended only for one-off or short-term events. It is not a substitute for full club affiliation or long-term programme delivery.

Eligibility

2. To be eligible for summer camp and party affiliation, the following criteria must be met:

- The activity must be gymnastics-related and fall under one of the following:
 - Summer or holiday camps
 - Gymnastics-themed birthday parties
 - Outreach or taster sessions not linked to term-based classes
- All coaches delivering the session must be:
 - Individually affiliated with IGA
 - Holding up-to-date qualifications, safeguarding, and first aid
 - Covered by an enhanced DBS/PVG check (within 3 years)
- Activities must take place in a suitable, insured venue with:
 - Correct ratio of coaches to participants
 - Relevant risk assessments in place
 - Appropriate first aid arrangements
- Participants do not need to be IGA members; however, this affiliation does not provide Personal Accident cover for gymnasts or guests.



Mandatory Affiliation Requirements

3. Affiliated individuals or clubs must ensure that:

- All sessions are led by suitably qualified and affiliated coaches, 18 years plus minimum GFA Level 2
- Safeguarding measures are in place, including adult supervision and emergency procedures
- A record of all participants is retained for at least 30 days after the event
- Any accidents, incidents, or safeguarding concerns are reported to IGA within 48 hours

3.2. Coaches and Assistants

- All coaching staff must:
 - Hold a valid IGA or recognised coaching qualification to the level they are teaching.
 - Hold an enhanced DBS check (or national equivalent) dated within the last 3 years
 - Hold a current safeguarding training certificate approved by IGA
 - Be registered and insured through IGA under coach membership.

3.3. Volunteers and Support Staff

- All personnel in contact with gymnasts (e.g., welfare officers, club administrators) must be declared and, where relevant, undergo background checks and basic safeguarding training.

Failure to affiliate any individual actively involved in delivery or participation is considered a breach of policy. Any breach of the above requirements may result in withdrawal of membership or referral to the compliance panel. Please note clubs facing non-compliance will not be eligible for additional IGA support or the safe sport badge. Alternately, non-compliant clubs will not be an active club under our governing body until compliance requirements are met.

Club Responsibilities

4.1 Compliance

- Clubs **must** adhere to all IGA's policies.

4.2 JustGo Portal Maintenance

- Clubs are responsible for ensuring that **all** coaches and members have up-to-date profiles on the JustGo portal at all times, including:
 - Accurate contact details and active membership for those participating under the registered club name.
 - Current and previous coaching credentials
 - Relevant compliance documents (e.g., DBS and Safeguarding)
 - 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 including our members and IGA officials
- 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

7. To ensure the accuracy and reliability of club-submitted data, IGA enforces a three-strike policy for non-compliance with IGA policies, 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 Membership status, with potential revocation or permanent restriction of IGA competition and course services.

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

Appeals can be submitted within 14 days of sanction.



Monitoring and Compliance

IGA implements a multi-layered monitoring framework to ensure Unity Members meet their full obligations under this policy. Monitoring activities apply throughout the membership year and include both announced and unannounced checks.

IGA will conduct at least **one** formal affiliation audit each year. This audit may include:

- Verification of registered member counts (compared to class registers, coaching ratios, and fee payments)
- Examination of participant registration dates to ensure compliance with the three session attendance affiliation rule
- Comparison of club marketing, websites, and social media with IGA registration data to identify unregistered groups or classes

Clubs must cooperate fully by providing attendance records, coach rotas, payment logs, or other requested documents **within 7 working days** of notice.

IGA's Safeguarding Team may initiate compliance reviews based on:

- Whistleblower reports
- Participant or parent complaints
- Internal inconsistencies (e.g. under-affiliation or repeated late reporting)
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Reviews may include:

- Direct contact with the club's Welfare Officer
- Requests for copies of incident logs, parent communication, or risk assessments
- Interviews with relevant staff or volunteers (conducted confidentially)

Where risk to participant safety is identified, IGA reserves the right to suspend membership immediately pending investigation.

Conclusion

Affiliation for summer camps and birthday parties reflects a club or coach's commitment to delivering safe, high-quality gymnastics experiences in line with IGA standards. By meeting the eligibility criteria, coaches gain access to essential insurance cover and guidance, while contributing to the safe and positive delivery of short-term, inclusive gymnastics opportunities within their communities.