



NEW CLUB REQUIREMENTS POLICY

Version 1.1



Version History		
Version	Summary of amendments/changes	Published Date
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Version 1.1	Added & Amended: Scope & Applicability, Definitions, Club Affiliation Principles, Policy Compliance Requirements, Club Registration, Intention Form & Tier Allocation, Agreement to IGA Policies & Governance Standards, Workforce & Compliance Requirements, Approval, Fees & Status	Dec 2025

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Introduction

The Independent Gymnastics Association (IGA) exists to support safe, inclusive, and professionally-run gymnastics experiences across all clubs affiliated to our network. This policy outlines the requirements every new club must meet to become and remain affiliated with IGA. It ensures that our standards are consistently applied across all jurisdictions in which we operate — including the UK, Scotland, Wales, Northern Ireland, Republic of Ireland, and the Channel Islands.

Affiliation with IGA demonstrates a club's commitment to:

- The welfare, safety, and protection of gymnasts, staff, volunteers, and visitors
- High-quality coaching and responsible club governance
- Compliance with all IGA policies, national legislation, and safeguarding frameworks
- Transparent operations and effective communication with the IGA support team

IGA provides a structured affiliation pathway through three tiers — Access, Unity and Legacy — allowing clubs to select the level of support and services that best suit their needs. Each tier reflects a different operational model, while ensuring safety and safeguarding standards remain central in every environment.

This policy should be read and followed alongside the relevant IGA Safeguarding, Health & Safety, and Codes of Conduct policies. Together, these frameworks help create a safe and enjoyable experience for every member of the IGA community.



Scope & Applicability

This policy applies to all new and existing clubs seeking affiliation with the Independent Gymnastics Association (IGA), regardless of location, size, or operational model. It sets out the requirements that must be met prior to affiliation being granted, and the responsibilities that must be maintained throughout the affiliation period.

This policy covers:

- Clubs located in England, Scotland, Wales, Northern Ireland, Republic of Ireland, the Channel Islands, and Crown Dependencies
- All club activity types including recreational, squad, competitive, preschool, adult, disability and community programmes
- All venues used by the club — temporary or permanent, owned or rented locations

It applies to all individuals working or volunteering within an IGA-affiliated club, including:

- Coaches (full-time, part-time, assistant coaches, trainees)
- Volunteers and helpers
- Welfare/Safeguarding Officers
- Administrative and operational staff
- Directors, owners or club leadership roles
- Anyone involved in the supervision, instruction, or support of activities

This policy is relevant before, during, and after the affiliation process. Compliance with this document is mandatory and is a condition for obtaining and maintaining IGA affiliation.

In addition to this policy, clubs must comply with:

- All IGA governance, safeguarding and operational policies
- Relevant national and local legislation within their jurisdiction
- Insurance and vetting requirements for their workforce
- Any additional standards required for their allocated affiliation tier

Where conflicts arise between this policy and local statutory requirements, the higher standard must be applied.

Definitions

To support consistent understanding across all clubs and regions, the following definitions apply throughout this policy:

Affiliated Club

A club that has met all IGA requirements, completed compliance checks, paid affiliation fees, and been issued with SafeClub status.

**Applicant Club**

A club that has started but not yet completed the affiliation process.

SafeClub Badge

Accreditation issued by IGA confirming that the club has met all compliance standards and remains in good standing.

Workforce / Club Workforce

Any individual working or volunteering within the club environment, including:

- Coaches (full-time, part-time, assistants, trainees)
- Volunteers and helpers
- Administrative and operational staff
- Directors/owners/committee members with operational authority
- Welfare / Safeguarding Officers

Designated Safeguarding Officer (DSO)

A club-appointed individual responsible for managing safeguarding concerns and acting as the main link with IGA safeguarding support and external agencies.

Health & Safety Officer (HSO)

The individual responsible for overseeing health & safety compliance within the club, including risk assessments and incident reporting.

Compliance Check

A verification process carried out by IGA to ensure all workforce members meet mandatory requirements, including vetting, training, qualifications, insurance, and JustGo profile completion.

Intention Form

A form submitted after registration where the club declares its operational plans, sessions, workforce structure, and selected IGA services — used to determine affiliation tier.

Affiliation Tiers

Three levels of IGA club affiliation:

- Access — Entry-level club support, targeted services available
- Unity — Full club service provision; all members insured/registered with IGA, compliance and governance standards required
- Legacy — Advanced club support with expanded benefits, compliance and governance standards required

JustGo Account

The membership platform used by IGA to record club and workforce information, insurance, compliance status, and communication.



Vetting / DBS / Access NI / Garda Vetting / PVG

Criminal record checks applicable depending on the jurisdiction of the individual, required for all workforce members aged 16+ who engage with children or vulnerable persons.

CPD Safeguarding Qualification

A current safeguarding course accredited by a recognised body and accepted by IGA as evidence of safeguarding training.

Jurisdiction

The geographical region in which the club operates (e.g. England, Scotland, Wales, Northern Ireland, Republic of Ireland, Channel Islands, Isle of Man).

Local legislation and regulatory bodies will apply based on jurisdiction.

Club Affiliation Principles

IGA affiliation represents a commitment to delivering safe, inclusive and positive gymnastics experiences for all participants. Clubs joining the IGA network must demonstrate that their organisational practices, workforce, and environments uphold the highest standards of welfare, professionalism and integrity. Affiliation is based on the following principles:

- **Safety First**

The health, wellbeing and protection of children, young people, vulnerable adults, staff and volunteers is the highest priority in every club environment. All clubs must operate in line with IGA's safeguarding and health & safety frameworks and relevant national legislation.

- **Qualified & Compliant Workforce**

Only individuals who meet mandatory requirements — including correct qualifications, vetting, safeguarding training, JustGo registration and insurance — may engage in coaching or support roles within IGA-affiliated clubs.

- **Transparency & Accountability**

Clubs must share accurate and complete information relating to their workforce, venue arrangements and operational structure and must keep this up to date at all times.

- **Governance & Good Practice**

Club leadership must ensure strong oversight, responsible management, and active adherence to IGA policies, codes of conduct and performance standards.

- **Inclusive & Positive Participation**

Clubs must provide a welcoming environment, free from discrimination, bullying or abusive behaviours, and encourage gymnast voice, choice and progression.



Continuous Improvement

Affiliation is not a one-time achievement. Clubs must actively monitor safety performance, participate in ongoing development opportunities and implement improvements where needed.

Policy Compliance Requirements

Affiliation with the Independent Gymnastics Association (IGA) is conditional upon full compliance with all IGA governance, safeguarding, safety, operational and data policies. Clubs must ensure that these standards are embedded in their daily operations and upheld by every member of their workforce.

By applying for affiliation, clubs agree to the following requirements:

1. Adoption of All Mandatory IGA Policies

Clubs must accept, implement and maintain compliance with the full suite of IGA policies, including but not limited to:

- Safeguarding and Child Protection
- Health & Safety requirements
- Codes of Conduct
- Equality, Diversity & Inclusion
- Data Privacy and Confidential Communications
- Incident Reporting & Whistleblowing

Clubs must display or make policies accessible to workforce, members and parents where relevant.

2. Legal & Jurisdictional Compliance

Clubs must comply with all applicable legislation across their jurisdiction(s), including:

- Safeguarding / child protection laws
- Vetting and criminal record checks
- Health & Safety legislation
- Insurance requirements
- Employment and volunteer governance standards

In the event of conflicting standards, the higher standard must always be implemented.

This applies across all IGA regions including:

England, Scotland, Wales, Northern Ireland, Republic of Ireland, Channel Islands and Crown Dependencies.

3. Mandatory Workforce Compliance

Only individuals fully verified as compliant by IGA may coach, supervise or support sessions.



Compliance requirements include:

- ✓ Active IGA JustGo profile
- ✓ Full personal contact details for confidential safeguarding communication
- ✓ Role-appropriate insurance
- ✓ Approved coaching credentials (where applicable)
- ✓ Enhanced DBS / Access NI / Garda Vetting / PVG (16+)
- ✓ Accepted CPD-accredited safeguarding qualification

Any staff member with incomplete compliance:

- Cannot engage in club activities until resolved
- Must be removed from schedules/rotas temporarily

4. Member Registration Requirements (Unity & Legacy Tiers)

For Unity and Legacy clubs:

All active participants must be insured/affiliated to IGA

Either via bulk membership or individual gymnast membership

This ensures that every gymnast is protected under IGA compliance and safeguarding standards.

Access Tier clubs must ensure any gymnast participating in IGA-supported activities holds valid insurance appropriate to their role/discipline.

5. Ongoing Monitoring & Duty to Update

Clubs must ensure:

- Workforce, venue or operational changes are reported within 5 working days
- Non-compliance issues are resolved promptly
- Continuous upkeep of records in JustGo

IGA may request supporting evidence at any time.

6. Enforcement & Sanctions

If compliance requirements are not met, IGA may:

- Place the club under temporary suspension
- Restrict activities, members or coaching roles
- Remove SafeClub status
- Terminate affiliation where necessary

These measures protect gymnasts' welfare and uphold integrity across the sport.



Summary of Club Compliance Duty

The Club Must...	Purpose
Follow ALL IGA policies and national laws	Ensure safe, lawful operation
Maintain fully compliant workforce	Protect gymnasts and uphold standards
Register all gymnasts (Unity/Legacy clubs)	Guarantee safeguarding and insurance cover
Report changes and maintain accurate data	Enable ongoing oversight
Cooperate with checks and audits	Maintain high trust and transparency

Club Registration

All clubs wishing to affiliate with the Independent Gymnastics Association (IGA) must complete the registration process in full and provide accurate details. Registration initiates the club's journey toward formal affiliation, Safeguarding compliance, and full access to IGA services.

1. Submission of Club Registration Form

To begin registration, clubs must:

- Complete the IGA-provided Club Registration Form in full. Key information required includes:
 - Club legal name and trading name (if applicable)
 - Main club address (Street, City, Postal)
 - Whether the club operates at multiple venues — if yes, provide details of all addresses and usage schedule
 - Club contact number, email address, and (if applicable) website or social media links
 - Key club personnel details, with valid IGA Membership Numbers:
 - Club Secretary / Administrator
 - Head Coach
 - Welfare / Safeguarding Officer (must meet safeguarding eligibility criteria — see policy)
 - Data Protection Officer (if different from administrator)
 - DBS / Vetting Officer (if different from above)
- Upload required club documentation (as applicable):
 - Club logo
 - Club Safeguarding Policy
 - Safer Recruitment Policy or equivalent
- Declare whether the club or any staff/on-site individuals have had previous affiliation withdrawn or suspended by another sports body — and provide details if yes
- Provide confirmation that the person completing the form is authorised to act on behalf of the club and agrees to abide by the IGA Code of Conduct, policies, and data-sharing requirements
- Complete and submit the declaration at the end of the form, including date, full name, and acceptance confirmation



2. Initial Verification by IGA

Upon form submission:

- IGA will review all provided information, documentation, and declarations for completeness and plausibility
- IGA may request additional information or clarification where fields are incomplete or inconsistent
- If the submission is satisfactory, the club will be accepted into the next stage: Intention Form & Tier Allocation

3. Conditions of Registration

By submitting the registration form, the club agrees to:

- Provide accurate and up-to-date information at all times
- Comply with all IGA policies, safeguarding standards, and relevant legislation in their jurisdiction
- Ensure key personnel (secretary/administrator, head coach, welfare officer, etc.) maintain valid credentials, documentation, and IGA membership
- Respond promptly to any follow-up requests from IGA for compliance or verification

Incomplete or inaccurate submissions may result in delays, rejection of application, or requirement to resubmit.

4. Communication & Next Steps

Once the Club Registration Form is approved, IGA will notify the club and provide access to the next steps:

- A link to complete the Intention Form
- Outline of the affiliation tiers (Access / Unity / Legacy) with explanation of obligations and services for each
- Instructions for preparing and submitting the full workforce list and supporting compliance documentation

Until these additional steps are completed — including full compliance checks — affiliation remains pending and the club is not considered an “Affiliated Club.”

Intention Form & Tier Allocation

Once a club has successfully completed the Club Registration stage, the next requirement is to complete the IGA Intention Form. This form enables IGA to assess the club’s planned activities, operational model, and workforce structure in order to allocate the most appropriate affiliation tier.

Information Required in the Intention Form

The club must provide details relating to:

- Club identification and legal entity information
- Facility type and usage arrangements
- Gymnastics disciplines and services to be delivered (e.g., recreational, preschool, competitive, cheer, trampolining, camps)
- Number of participants and workforce members



- Confirmation of whether a Welfare/Safeguarding Officer is in place or is being appointed
- Current status of safeguarding training and vetting checks for coaches and staff
- Requirement for IGA services such as coaching courses, competitions, insurance and membership solutions

Affiliation Tiers & Allocation Logic

Based on the form responses, IGA will assign a club to one of the following tiers:

Tier	Summary of Club Type	Insurance & Registration Requirements	Access to IGA Services
Access Affiliation	For clubs that only want access to IGA coaching courses, education and development opportunities	No public liability or membership insurance provided through IGA	Access restricted to coaching and workforce development services only
Unity Affiliation	For clubs delivering recreational “Gymnastics for All” programmes, including term-time classes and non-competitive pathways	All active participants must hold valid membership/insurance through IGA (bulk or individual options available)	Full access to GFA events, recreational competitions, safeguarding guidance, development pathways, and discounts
Legacy Affiliation	For full-service clubs running both recreational and competitive programmes with broader governance responsibilities	All gymnasts must be fully registered and insured through IGA	Full access to all IGA benefits including: all competitions, national pathways, safeguarding guidance, and discounts
Birthday Parties and Summer Camps Affiliation	For organisations that do not run weekly classes and operate only seasonal or one-off sessions (e.g. camps, holiday programmes, birthday parties)	Public and employers liability insurance (dependent on insurance jurisdiction) included; workforce must also hold valid personal insurance and credentials	Access to coach education and insurance support for specific event-based activity



Tier Allocation Principles

After reviewing the Intention Form, IGA will allocate the club to the appropriate affiliation tier. Tier allocation is based on:

- Whether the club wishes to affiliate and insure all participating members with IGA
- Whether the club requires Public Liability Insurance
- Whether the club runs regular coach-led sessions
- What disciplines and participation formats are being delivered
- Whether the club intends to use IGA solely for coaching education

Tiering ensures that each club receives the correct level of insurance coverage, safeguarding oversight and support from IGA.

Agreement to IGA Policies & Governance Standards

As part of the club affiliation process, all applicant clubs must formally agree to adhere to the full suite of IGA policies, governance standards, and procedures. This requirement ensures consistency and accountability across all affiliated clubs and supports IGA's commitment to safeguarding, welfare, and operational excellence.

By submitting both the Club Registration and Intention Forms, clubs confirm that they understand and agree to:

1. Compliance with All IGA Policies

Clubs must fully adopt and implement all mandatory IGA governance, operational and safeguarding policies, including but not limited to:

- Safeguarding and Child Protection Policy
- Health & Safety Policy
- Code of Conduct for Coaches, Volunteers and Members
- Equality, Diversity & Inclusion Policy
- Data Protection and Confidential Communications Policy
- Whistleblowing and Complaints Procedures
- Disciplinary and Sanctions Framework

These policies must be accessible to the workforce and, where relevant, to members and parents.

2. Leadership Responsibility

Club leadership, owners, or committee members are responsible for:

- Ensuring policies are implemented throughout the organisation
- Monitoring ongoing compliance
- Taking action to address any breaches or risks
- Cooperating with IGA oversight and investigations if concerns arise

Clubs must appoint and maintain key governance roles, including a Welfare/Safeguarding Officer, who is independent from coaching activity.



3. Jurisdictional Legislative Compliance

Clubs must comply with all relevant legislation and regulatory standards in their region, including:

- Criminal record checks and vetting requirements
- Safeguarding and child protection laws
- Insurance legislation and employer responsibilities
- Health and safety legislation
- Data protection obligations

Where any difference exists between IGA policy and local legislation, the higher standard must always be applied.

4. Accurate Representation and Transparency

Clubs must provide accurate, current information when registering and throughout their affiliation. Failure to disclose relevant information, or providing false or misleading details, may result in refusal, suspension, or withdrawal of affiliation.

IGA reserves the right to request supporting documents at any time.

5. Acceptance of Oversight and Enforcement

By affiliating with IGA, clubs agree to:

- Participate in compliance checks, audits, and safeguarding reviews
- Act upon recommendations and required improvements
- Accept sanctions or restrictions where non-compliance is identified

IGA retains authority to intervene where necessary to protect the safety and wellbeing of members.

Statement of Agreement

Completion of IGA affiliation forms constitutes a formal declaration that the club:

- Has read and understood the IGA policies and standards
- Will uphold these requirements at all times
- Accepts that breach of standards may result in disciplinary action or termination of affiliation

Workforce & Compliance Requirements

To ensure that all IGA-affiliated clubs operate safe, well-governed and well-supervised environments, IGA requires full compliance verification for all members of the club workforce before affiliation can be approved.

This requirement applies to:

- Full-time and part-time coaches
- Assistant coaches and trainee coaches (aged 14+)
- Volunteers and helpers
- Administrative and operational staff with access to children or responsibility for sessions



- Club leadership and owners
- The Welfare/Safeguarding Officer

Affiliation cannot be confirmed until the entire workforce has been declared and verified as compliant.

1. Mandatory Workforce Submission

Clubs must provide a complete and accurate workforce list including:

- Name
- Role and responsibilities
- Date of birth
- Employment/volunteer status

Any individual involved in delivery, supervision, or support of sessions must be included, regardless of whether they are paid or voluntary.

IGA must be notified within 5 working days of any change in workforce composition.

Non-disclosure of a workforce member is a compliance breach and may impact affiliation status.

2. Individual Compliance Requirements

Each workforce member must meet the following minimum standards:

Requirement	Details	Applies to
IGA JustGo Profile	Active profile with correct personal information	All workforce
Private contact details	Personal phone number and email for safeguarding communication	All workforce
Role-appropriate insurance	Provided via IGA or a recognised alternative	All workforce
Verified qualifications	Appropriate coaching/training credentials for role	All coaching roles
Vetting/Criminal record checks	Enhanced DBS / PVG / Access NI / Garda Vetting / equivalent	All workforce aged 16+ working with children
Safeguarding training	CPD-accredited training, renewed as required	All who engage with children/vulnerable adults



Individuals who have not met these requirements are not permitted to coach, supervise or assist sessions in any capacity.

3. Welfare / Safeguarding Officer

Each club must appoint a Welfare/Safeguarding Officer who:

- Is separate from the Head Coach role where possible
- Holds approved safeguarding training
- Has relevant vetting in place
- Acts as the lead contact for safeguarding concerns

This role must be visible and accessible to gymnasts, parents and staff.

4. Prohibited Participation Until Verified

Any individual who has not passed compliance checks must not:

- Deliver or support coaching
- Supervise or work directly with gymnasts
- Have unsupervised access to children

This includes situations where documentation is pending or expired.

5. Ongoing Compliance & Monitoring

The club must ensure that:

- All compliance records remain active and up-to-date
- Renewals (vetting, safeguarding, insurance) are managed proactively
- Any suitability concerns are reported to IGA immediately
- Compliance information is updated on JustGo without delay

IGA may undertake compliance audits or request evidence at any time.

6. Enforcement and Sanctions

IGA may impose restrictions or take disciplinary action if compliance is not maintained. This may include:

- Suspension or restriction of individuals
- Suspension of the entire club
- Removal of affiliation and SafeClub status

These measures may be applied to ensure the safety of gymnasts at all times.

Approval, Fees & Status

Affiliation with the Independent Gymnastics Association (IGA) is not confirmed until the club has met all required standards and completed all compliance checks. Approval is granted only when IGA is satisfied that both the club and its workforce are operating in full alignment with IGA policies and governance expectations.



1. Affiliation Approval

A club will be granted approved status once:

- Registration and Intention Forms have been fully reviewed and accepted
- Workforce compliance has been verified for every individual listed
- Safeguarding and governance structures are confirmed
- Facility information and operational arrangements are deemed appropriate
- The correct affiliation tier has been allocated
- All mandatory documentation has been submitted and validated

Confirmation of approval will be issued to the club in writing.

Until approval is confirmed:

The club is not recognised as affiliated and must not operate under the IGA name or imply any IGA endorsement.

2. Affiliation Fees

Following the confirmation of compliance and tier allocation:

- An affiliation invoice will be issued to the club for the correct tier
- Fees must be paid in full by the deadline specified
- Where applicable, insurance premiums or membership costs are invoiced separately

Affiliation will not be activated until payment is received.

All affiliation fees are reviewed periodically and may be subject to change with notice.

3. Affiliated Status & SafeClub Recognition

Once fees are received and all conditions are met:

- The club will be officially recognised as an IGA Affiliated Club
- A SafeClub Badge will be issued and may be displayed onsite and digitally
- The club's affiliation status will be visible within IGA systems
- All Members have completed their membership
- The club will gain access to services and benefits aligned with their allocated tier

Affiliated status demonstrates the club's commitment to safe, inclusive and compliant delivery of gymnastics activities under the IGA framework.

4. Ongoing Conditions of Status

Affiliation remains active only if the club:

- Maintains continuous workforce compliance
- Renews affiliation and associated memberships annually
- Adheres to all IGA policies and procedures
- Updates workforce and operational information promptly
- Meets all insurance and safeguarding requirements applicable to their tier

Failure to maintain any of these conditions may result in immediate suspension, restrictions on activity, or removal of affiliation.



5. Notification of Changes

Clubs are required to advise IGA promptly of any significant changes including:

- Workforce changes
- Leadership or governance changes
- Insurance or risk-related matters

IGA will review any change that may affect affiliation status or tier allocation.

Ongoing Governance & Monitoring

Affiliation with the Independent Gymnastics Association (IGA) is an ongoing commitment. Clubs must demonstrate that compliance standards are continuously upheld, and that governance arrangements remain effective in supporting the safety and welfare of all participants.

IGA will monitor compliance throughout the affiliation period through a combination of proactive reviews, verification processes and direct communication with club leadership.

1. Continuous Oversight of Workforce Compliance

Clubs must ensure that:

- All workforce records remain accurate and fully updated in JustGo
- Any new workforce members are submitted for compliance verification before engaging in activity
- Expiring credentials (insurance, vetting, safeguarding training etc.) are renewed promptly
- Any change in role or duties is reported immediately

Failure to maintain compliance for any individual will result in suspension of that person from activity.

2. Notification of Operational Changes

IGA must be informed without delay of significant changes that could affect safety, welfare or compliance, including:

- New or additional disciplines offered
- Changes in venues or facilities
- Increases in membership volume or programme expansion
- Changes in club leadership or governance structure
- Any enforcement action by an outside authority

These changes may trigger a review of the club's affiliation tier and requirements.

3. Club Leadership Responsibilities

Club owners, committees or management must:

- Provide adequate supervision and governance oversight
- Regularly review safeguarding, insurance and safety compliance



- Maintain documented policies and procedures in active use
- Ensure effective welfare support and reporting pathways are maintained

Leadership is accountable for ensuring a positive, safe and well-managed environment at all times.

4. IGA Monitoring and Audits

To protect standards across the network, IGA may conduct:

- Scheduled compliance reviews
- Spot checks on documentation and workforce suitability
- Facility and operational checks where necessary
- Safeguarding or welfare reviews following incidents or concerns

Clubs are expected to cooperate fully with any such review. Recommended improvements arising from reviews must be implemented within the required timeframe.

5. Incident Reporting & Data Review

Clubs must:

- Report all significant incidents, welfare concerns or safety issues via IGA reporting procedures
- Maintain accurate logs of incidents, complaints and actions taken locally
- Support any investigation conducted by IGA or statutory agencies

Incident trends will be monitored to inform risk reduction and policy development across IGA.

6. Enforcement Measures

If ongoing monitoring identifies concerns, IGA may:

- Issue written action plans or improvement requirements
- Impose conditional affiliation
- Suspend individuals or restrict activities
- Suspend or terminate club affiliation in serious cases

These measures are applied to safeguard gymnasts and uphold national standards of integrity across the Association.

Statement of Accountability

Ongoing compliance is not optional. It is an essential requirement to ensure the continued safety, legitimacy and trust of every IGA-affiliated club.



Coaching Standards

IGA is committed to ensuring that all coaching delivery within affiliated clubs is safe, professional and aligned to recognised technical and safeguarding standards. Only individuals who have been formally verified as compliant by IGA may deliver or support coaching activities within an IGA-affiliated environment.

1. Coaching Competence and Qualifications

All coaches must:

- Hold qualifications appropriate to the disciplines and activities they deliver
- Work within the limits of their training and recognised competency
- Maintain current knowledge of technical, safety and welfare standards
- Actively participate in relevant continued professional development (CPD)

Unqualified or trainee coaches may only operate under direct supervision of a qualified coach authorised for that activity.

2. Duty of Care and Safe Coaching Practice

Coaches must:

- Place the safety and welfare of all gymnasts above performance outcomes
- Deliver sessions that are suitable for the age, ability and experience of participants
- Conduct regular risk assessment of setups, equipment and skill progressions
- Ensure appropriate ratios of coach-to-participant for safe supervision
- Promote a culture of respect, inclusivity and positive behaviour

Coaching methods must never involve physical or emotional harm, coercion, inappropriate contact or unsafe progressions.

3. Safeguarding Responsibilities

All coaches are responsible for:

- Recognising, responding to and reporting safeguarding concerns immediately
- Maintaining professional boundaries at all times
- Ensuring gymnasts have a voice and are treated with dignity and respect
- Promoting a safe environment, free from bullying, discrimination or harassment

Coaches must work closely with the club's Welfare/Safeguarding Officer to ensure safe practice.

4. Professional Conduct

Coaches represent both their club and IGA and therefore must:

- Uphold IGA Codes of Conduct
- Communicate appropriately with gymnasts and parents/carers
- Maintain confidentiality and data protection standards



- Present themselves professionally and act as positive role models
- Refrain from any behaviour that may bring the club or IGA into disrepute

Breaches of conduct will be investigated and may result in suspension or removal of coaching status.

5. Insurance Coverage

Coaches must:

- Hold valid and role-appropriate insurance
- Ensure that any activities led are covered under the insurance policy
- Not deliver activities beyond the scope of their qualifications or insurance

Compliance with insurance requirements will be monitored by IGA.

6. Alignment With National and Regional Standards

Coaching standards must reflect:

- Current best practice guidance
- Applicable national and regional regulations
- Safe progressions and equipment specifications relevant to the discipline

Clubs must ensure that coaching delivery is updated when standards or rules change.

Health and Safety

IGA requires all affiliated clubs to maintain safe, well-managed environments that protect the health, safety and wellbeing of gymnasts, workforce and visitors. Health and safety responsibilities must be embedded into the daily operation of every club and must be upheld by all staff and volunteers.

1. Duty of Care

Clubs have a legal and moral responsibility to:

- Provide a safe environment for participation
- Identify, manage and minimise risks
- Ensure activities are supervised by suitably trained coaches
- Protect gymnasts from preventable injury or harm
- Promote a culture where safety concerns are acted on immediately

Health and safety considerations must be prioritised over performance, convenience or business interests.

2. Risk Assessment and Hazard Control

Clubs must:

- Conduct written risk assessments for facilities, equipment and each activity delivered
- Review and update risk assessments regularly or when changes occur



- Implement suitable safety controls and monitor their effectiveness
- Ensure set-ups, progressions and landings are safe and appropriate to participant ability

Where a serious hazard is identified, activity must stop until risks are controlled.

3. Facility and Equipment Safety

Clubs must ensure that:

- Equipment is fit for purpose, age-appropriate and well-maintained
- Regular inspections are completed and recorded
- Faulty or damaged equipment is taken out of use immediately
- Facilities remain clean, secure and free from obstruction
- Emergency exits are accessible and clearly marked

Where using shared or hired venues, clubs must ensure venue owners maintain safety compliance.

4. First Aid and Emergency Response

The following must be in place at every session:

- A qualified first aider with immediate access to a fully stocked first aid kit
- A working phone to contact emergency services
- Clear emergency procedures and evacuation plans
- Incident reporting procedures in line with IGA guidance

In the event of injury or emergency, activity must cease until it is safe to resume.

5. Training and Supervision

Clubs must ensure:

- Coach-to-participant ratios are appropriate and safe
- No individual supervises or leads activity without confirmed compliance
- Participants receive safety briefings appropriate to their age and activity

Young workforce members (e.g. trainee assistants) must always be supervised.

6. Health and Hygiene Standards

Clubs must:

- Provide appropriate toilet and welfare facilities
- Manage cleanliness and hygiene across all training spaces
- Adopt safe practices for illness reporting and participation (e.g., infection control)
- Ensure hydration and rest breaks are accessible and encouraged

Where specialised equipment or environments exist (e.g. pits, trampolines), enhanced controls may be required.



Role	Key Requirement
Club Leadership	Ensure health and safety compliance is resourced, applied and regularly reviewed
Health & Safety Officer	Maintain records, inspections, reporting and ongoing monitoring
Coaches	Deliver activities safely, supervise participants and follow risk control measures
All Workforce Members	Report hazards, follow procedures and protect participant welfare

8. Cooperation and Reporting

Clubs must:

- Promptly report significant incidents to IGA
- Share required documentation on request
- Cooperate with investigations and safety reviews

Failure to follow health and safety obligations may result in restrictions or removal of affiliation.