



## **Tetbury Gymnastics Club**

### **Waiting list policy**

Spaces at Tetbury Gymnastics Club are highly sought after and therefore we operate a waiting list to ensure those wishing to join have a fair chance of getting a space. The details below set out how we manage the waiting list.

#### **Joining the waiting list**

- Anyone wishing to be added to the waiting list must complete the online [waiting list request form](#) to add their details automatically to the list. This also timestamps the request, which is used to help us manage the list.
- We do not add people to the list when we receive emails to the club email address, but have a standard response asking them to add their child/ren to the list via the online form. It is the parent/carer's responsibility then to complete the form.
- Siblings of existing gymnasts are given priority and are moved to the top section of our waiting list. Within the siblings section, they remain in the date order in which they applied.
- Parents/carers are responsible for indicating if the young person has a sibling in the club already as, with a high number of gymnasts and a long waiting list, it is impossible for our administrator to know all the names of parents to identify siblings.
- Everyone else remains in the bottom section of the waiting list in the date order in which they applied.
- Parents/carers are responsible for ensuring they update the club if their contact details change. This is indicated at the start of the waiting list request form, and again on the confirmation page when they submit their form.

#### **Age criteria**

- Gymnasts must be at least 5 years old to join our sessions, however they can be added to the waiting list at any age. We encourage parents/carers to add their child/ren early to avoid disappointment when they're old enough to join.
- Any potential gymnast under the age of 5 years is flagged on our list as 'not old enough' and is not considered for a space until they turn 5. They remain in the date order from their original submission and may reach the top of the waiting list and sit there until they're old enough to join.
- We do not offer early session spaces to those under the age of 9. By offering them late sessions, this allows the most popular early weeknight sessions to take the maximum number of younger gymnasts.
- The age cap on being a gymnast in our sessions is 17. When a gymnast turns 18 they will no longer be able to take part in our children's sessions.

#### **Deciding who to offer spaces to**

When a space become available we determine who to offer it to in the follow way:

- Starting at the top of the list, we work our way down to find the first record that is old enough for that session and has indicated they want the session day/time available.
- An email is sent to the parent/carer inviting the young person to a trial session. This email outlines the day and time of the session, the offer of a free trial, including the

specific date of the trial, and asking them to confirm if they would like the space. It also asks them to let us know if they do not want the space any more.

- If no response has been received after 4 days, a chasing email is sent which explains the long waiting list and gives them a deadline by which they should respond if they want the space.
- After this deadline, if no response has been received then the waiting list enquiry is considered dead. A stripped version of the data is kept (timestamp of the enquiry, young person's name and comments about the actions taken including dates of emails) until the end of the following year in case of query in the future.

We offer a free trial with no commitment to join.

- Following the trial, an email is sent to the parent/carer to ask how the young person got on and whether they would like to join us on a permanent basis.
- This email clearly lays out the next steps required to confirm their membership which includes:
  - Signing up for British Gymnastics membership
  - Signing the club's membership document
  - Receiving and paying for the term's invoice
- Once these are in place, the young person is officially a member of Tetbury Gymnastics Club.