

Tetbury Gymnastics Club – Staff Training Policy



This policy outlines how Tetbury Gymnastics Club will support the staff team with training and continuous professional development.

What training does Tetbury Gymnastics Club offer?

- A volunteer or new gymnastics helper needs to fund their own [Gymnastics Helper course](#) to show their commitment to the club.
- Tetbury Gymnastics Club will pay in full for coaching training from level 1 and upward (for example level 1, level 2, gymnastic activity instructor or level 3 courses) where a training agreement can be put into place (see below).
- Each course should be booked and paid for by the coach. Tetbury Gymnastics Club will reimburse 50% when the course is booked, and the remaining 50% is paid when the course is passed.
- If a coach does not complete the course, does not pass the course, or misses the final assessment deadline, then they will need to pay personally for any retake, with no reimbursement from the club.
- Tetbury Gymnastics Club will pay in full for first aid training for those at level 2+ (including gymnastics activity instructors. However where a coach can access this training elsewhere, (for example, if they also work at another club or in a school and have training there) we encourage them to do so to help reduce club costs. We will fund a one-day course (First Aid at work, Paediatric First Aid or equivalent). This is paid on completion of the course and when a certificate is provided.

Training agreements

Where Tetbury Gymnastics Club are funding a training course, a training agreement will be put in place. This is an agreement between the staff member and the club, however where a staff member is under the age of 18, a parent/carer will also be required to sign the agreement.

The training agreement will vary depending on the age of the staff member as follows:

Category of training agreement	Length of agreement	Terms of agreement												
Those aged 18+ and not in education (i.e. beyond the legal requirement to be in education)	2 years	If the staff member leaves within 2 years of the course completion date, then a portion of the course fee will be repayable back to Tetbury Gymnastics Club. The amount due will reduce over time as follows:												
		<table border="1"> <thead> <tr> <th>Leaving date</th> <th>Course fee due back to TGC</th> </tr> </thead> <tbody> <tr> <td>Up to 6 months from the course completion date, including before or during the course dates</td> <td>100%</td> </tr> <tr> <td>Between 6 and 12 months from the course completion date</td> <td>75%</td> </tr> <tr> <td>Between 12 and 18 months from the course completion date</td> <td>50%</td> </tr> <tr> <td>Between 18 and 24 months from the course completion date</td> <td>25%</td> </tr> <tr> <td>More than 24 months from the course completion date</td> <td>Nothing</td> </tr> </tbody> </table>	Leaving date	Course fee due back to TGC	Up to 6 months from the course completion date, including before or during the course dates	100%	Between 6 and 12 months from the course completion date	75%	Between 12 and 18 months from the course completion date	50%	Between 18 and 24 months from the course completion date	25%	More than 24 months from the course completion date	Nothing
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<p>A young person in year 11 on course completion date (i.e. with 2 full years until they potentially go to university)</p>	<p>2 years</p>	<p>If the staff member leaves within 2 years of the course completion date, then a portion of the course fee will be repayable back to Tetbury Gymnastics Club. The amount due will reduce over time as follows:</p> <table border="1" data-bbox="603 255 1497 792"> <thead> <tr> <th data-bbox="603 255 1233 338">Leaving date</th> <th data-bbox="1238 255 1497 338">Course fee due back to TGC</th> </tr> </thead> <tbody> <tr> <td data-bbox="603 344 1233 456">Up to 6 months from the course completion date, including before or during the course dates</td> <td data-bbox="1238 344 1497 456">100%</td> </tr> <tr> <td data-bbox="603 463 1233 539">Between 6 and 12 months from the course completion date</td> <td data-bbox="1238 463 1497 539">75%</td> </tr> <tr> <td data-bbox="603 546 1233 622">Between 12 and 18 months from the course completion date</td> <td data-bbox="1238 546 1497 622">50%</td> </tr> <tr> <td data-bbox="603 629 1233 705">Between 18 and 24 months from the course completion date</td> <td data-bbox="1238 629 1497 705">25%</td> </tr> <tr> <td data-bbox="603 712 1233 792">More than 24 months from the course completion date</td> <td data-bbox="1238 712 1497 792">Nothing</td> </tr> </tbody> </table>	Leaving date	Course fee due back to TGC	Up to 6 months from the course completion date, including before or during the course dates	100%	Between 6 and 12 months from the course completion date	75%	Between 12 and 18 months from the course completion date	50%	Between 18 and 24 months from the course completion date	25%	More than 24 months from the course completion date	Nothing
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<p>A young person in year 12 on course completion date (i.e. with less than 2 full years until they potentially go to university)</p>	<p>1 years</p>	<p>If the staff member leaves within 1 year of the course completion date then a portion of the course fee will be repayable back to Tetbury Gymnastics Club. The amount due will reduce over time as follows:</p> <table border="1" data-bbox="603 981 1497 1518"> <thead> <tr> <th data-bbox="603 981 1233 1064">Leaving date</th> <th data-bbox="1238 981 1497 1064">Course fee due back to TGC</th> </tr> </thead> <tbody> <tr> <td data-bbox="603 1070 1233 1182">Up to 3 months from the course completion date, including before or during the course dates</td> <td data-bbox="1238 1070 1497 1182">100%</td> </tr> <tr> <td data-bbox="603 1189 1233 1265">Between 3 and 6 months from the course completion date</td> <td data-bbox="1238 1189 1497 1265">75%</td> </tr> <tr> <td data-bbox="603 1272 1233 1348">Between 6 and 9 months from the course completion date</td> <td data-bbox="1238 1272 1497 1348">50%</td> </tr> <tr> <td data-bbox="603 1355 1233 1431">Between 9 and 12 months from the course completion date</td> <td data-bbox="1238 1355 1497 1431">25%</td> </tr> <tr> <td data-bbox="603 1438 1233 1518">More than 12 months from the course completion date</td> <td data-bbox="1238 1438 1497 1518">Nothing</td> </tr> </tbody> </table> <p>This difference in the agreement time period is to ensure the club does not impact any young person from moving on to university, however we recognise not all young people will do this and we welcome those who stay beyond required school age to train further under the 18+ training agreement above.</p>	Leaving date	Course fee due back to TGC	Up to 3 months from the course completion date, including before or during the course dates	100%	Between 3 and 6 months from the course completion date	75%	Between 6 and 9 months from the course completion date	50%	Between 9 and 12 months from the course completion date	25%	More than 12 months from the course completion date	Nothing
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<p>A young person in year 13 on course completion date (i.e. with less than 1 full year until they potentially go to university)</p>	<p>N/A</p>	<p>Tetbury Gymnastics Club would not support training costs as there is not enough time before the young person is potentially going to university for the club to benefit from the agreement.</p> <p>However if the young person has already made the decision not to go to university, then we welcome them to train further under the 18+ training agreement above.</p>												

Continuous professional development

In return for supporting our staff with their core training costs, we request that they complete at least one CPD training session each year, which they fund for themselves. Our head coach can support staff to identify the appropriate CPD course. A lack of CPD will be part of the consideration by the committee when a training funding request is submitted.

Other information

- If a coach wishes to complete a training course paid for by the club, then they must begin by discussing this with the head coach.
- If the head coach agrees that the course is appropriate for the coach and relevant for the club at the time, they will put the proposal forward to the committee, who need to agree all training before it is booked and paid for. The committee will not automatically pay course fees if a coach books training before this agreement has been reached.
- Confirmation will be sent in writing to the coach and a training agreement signed before the course is booked.
- A coach must book and pay for their own course initially. If this is a challenge for any coach they should talk in confidence to the treasurer. We do not want funding to be a barrier to any staff member's professional development.
- Evidence of the course booking and payment must be sent to the treasurer in order to receive half of the course cost up front.
- The other half of the course fee will be paid on completion of the course.
- Certificates for all courses need to be logged with TGC to receive the final payment towards the course fee.

16th January 2024

Appendix: Risk factors

Risk factors identified to determine the risk levels in the reserves policy:

	Risk	Mitigations
Unrestricted income	Cost of living challenge increased the chances of families struggling to pay their invoices.	<ul style="list-style-type: none">• Clear communications to parents/carers offering payment plans.
	Reduced numbers of gymnasts leading to reduced income.	<ul style="list-style-type: none">• Long waiting list currently.• Dedicated and engaging coaching team to ensure the sessions are fun for the gymnasts.• Monitoring other local clubs (Cotswold Gymnastics in Cirencester).• Promotion of the club via the website, social media to attract new gymnasts.
Restricted income	Inability to gain grant funding because of high bank balance.	<ul style="list-style-type: none">• Reserves policy in place.• Fundraising activities planned.
Expenditure	Need to replacement of an expensive, essential piece of equipment.	<ul style="list-style-type: none">• Regular maintenance, planning for replacements.
	Unexpected large bill	<ul style="list-style-type: none">•
	Unexpected opportunity that requires funding.	<ul style="list-style-type: none">•