



LONDON SPORT ACADEMY

HANDBOOK

Welcome to London Sport Academy
We aim to enhance your child's development,
as soon as they start to walk, all the way through to adulthood.

Who Are We?

London Sport Academy was founded in 2010 by Kristina Ondon White – Master of Sport in Rhythmic Gymnastics, UK Level 5 High Performance coach.

Today London Sport Academy is one of the most successful rhythmic gymnastics schools in London. Having already created many champions, we are not going to rest on our laurels. LSA is a place for both recreational and competitive gymnasts to receive highly professional training and improve physical development. For the past 12 years LSA has grown to include five location, a spacious and bright kids gym facility with a wide selection of gymnastics classes and fitness activities for kids from 4 y.o. In addition to rhythmic gymnastics classes, LSA offers summer, winter and spring gym camp sessions. LSA offers various programs, designed for children of all ages and skill levels. Through individual attention, we provide every program to best meet the needs of each child. We are proud to create an outstanding training gymnastics environment for all children, regardless of their skill level, where we develop young talents, preparing them for the competitions and leading them to new victories and personal achievements.

We have highly qualified and enthusiastic staff with many years of teaching practice. All LSA coaches have British Gymnastics coaching qualifications, DBS checked and have an invaluable experience to develop each child's self- confidence and self-esteem, improving physical strength and developing self- confidence.

Our coaches successfully guide gymnasts' parents through each level of development, meeting both the physical and mental needs of each unique child.

Our Mission

To provide a fun and friendly environment that positively impacts the lives of children and teenagers through the sport of gymnastics, whilst equipping them with the tools to be successful not only in sport in but in many aspects of life.

Core Values

Our core values are:

- Teamwork
- Confidence
- Personal Responsibility (for coaches, gymnasts and parents)
- Learning (from both successes and failures)

These principles help to guide the behaviours of everyone involved on a day- to-day basis.

Team Work and Responsibility

The power of team work plays an important role for coaches, gymnasts and parents in order to enhance every session.

All coaches set the tone for the whole class by being punctual for every session, setting realistic and achievable goals through a challenging but engaging environment, and providing constructive motivating technical advice to the gymnasts. Coaches work in partnership with parents and gymnasts of all abilities, to show evidence of progression and clear goal setting. To get the most out of a session, gymnasts need to arrive on time, work with coaches, and ask open questions in order for coaches to help them. They should take ownership of their behaviour in the gym and follow the code of conduct.

When gymnasts and coaches work as a team and take ownership and responsibility of the core values, then gymnastics will be a safe environment in which everyone has fun and achieves goals through LSA.

Confidence

Five ways we build confidence in LSA:

Positive coaching reinforcing behaviours, skills, traits and attitudes →

Positive expectation →

Practice, practice and practice →

Realistic achievable goals →

Freedom to make mistake →

Do parents have to stay on site?

If the child is under the age of 5 years, a parent must stay on site or close to the gym. Please note that for the safety of the class, and to prevent disruption to the class, parents are not allowed to stand in the gym.

Dropping off and collecting child.

Parents are responsible for their children up until the start of the session, and must not be left alone before the start of the session.

When collecting, parents must come into the gymnastics building to pick up the children; we will not let children leave the gymnastics building to meet you in the car park. The coaches are full responsibility from the moment the session has started until children are handed over to their parents at the end of the session.

Toileting

Parents of children who may require assistance to use the toilet must remain on site or remain nearby and contactable in case their child may become distressed or requires assistance. Parents of the children under 5, are asked to stay on site in case their child needs the toileting.

Children over the age of 5 years will be sent to the toilet in pairs (buddy system) without an adult, and no children are allowed to leave the site without the coaches' permission.

Medical Conditions

Any medical condition, learning disability or attention disorder must be disclosed on the registration form and parents should speak to Welfare officer or Administrators to ensure that all of the coaches are aware of any adaptations or risks which need to be considered. It is parents responsibility to submit information about their child's health and any medical issues which happened outside the gym (school, home, playground etc.)

What clothing should my child wear?

Black shorts or leggings, black top, white socks.

LSA has a set uniform that you can purchase from our Admins.

Hair must be securely tied in a ballet bun for health and safety reasons.

Jewellery

All piercings, jewellery and watches must be removed before the start of the session. It is not the coach's responsibility to look after any valuables. Any items of value brought into any area of the centre are done so at the owners' own risk as we cannot accept liability for any personal belongings left or damaged on site.

Lost property

While we cannot take responsibility for any property which is lost in the gym centre, any lost property we do find we will keep for 4 weeks, after which, if still unclaimed, will be donated to a charity shop.

Our Coaches

All our coaches are qualified by British Gymnastics, DBS checked, and verified by the Welfare Officers team.

All our coaches are trained by British Gymnastics in safeguarding and protecting children. At every session there will always be a level two or higher coach on site.

Speaking to your coach

Our coaches love nothing more than to engage with parents, but the gym can become very busy and at times this is very difficult, either because we are actively coaching, changing classes, or organising the next lesson.

If you need to speak to a specific coach then leave a message to our admin or email us at **info.east.lsa@gmail.com** and we will arrange a time you can talk. Please don't try and communicate when they are actively coaching. LSA coaches are not permitted to give out personal mobile numbers or details.

Discipline in class

To protect all gymnasts, and in order to maintain a safe environment it is important that gymnasts follow the instructions of their coach.

LSA works on a three strikes policy. Gymnasts who show inappropriate behaviour, refrain from participating, or attempt to perform moves that have not been asked to perform, present a real danger both to themselves and to others.

Three strike policies is: if there are repeated misbehaviours or serious incidents

GREEN - First warning and sit out of the session

AMBER – Additionally, the parent will be notified

RED - If behaviour still continues, membership will be cancelled

Trial Sessions

We offer a Trial Session, an opportunity for your child to try gymnastics with no commitments for a one-off fee.

To book your Trial Session you need to fill online form on our website:
www.londonsportacademy.co.uk

We will get in touch via email or phone to confirm which session you're booked in, after we get your application form which you can find on our website.

Payment/Membership Information

Gymnasts, who do not hold a valid British Gymnastics Membership, will not be able to attend training sessions. Parents must register their children by themselves using British Gymnastics website: www.british-gymnastics.org/memberships

LSA requires an annual Club Membership fee from all members. The price varies according to the branch.

LSA will not refund or credit any fees if you miss a class or choose to stop attending classes.

If you wish to stop attending classes we require a one month notice. In this case the deposit will be used to cover your last training month fees.

LSA accepting monthly payment and require a one month's fee deposit. The payment for the month is fixed, and same every training month despite the amount of training weeks in the month. The Payment for the month must be made in advance before 29th of the previous month. £10 late payment fee must be added after this deadline.

Missed sessions are not transferable to other sessions or gymnasts.

Pro-rata discount is available only to new members who join the Club in the middle of the term. Refund is only available for more than 2 weeks absence caused by medical conditions and confirmed with a doctor's letter. To receive a refund, please, send an email to info.east.lsa@gmail.com within 24 hours.

Members, who have not completed their payment in time are not allowed to join classes. LSA retains the right to sit a gymnast during the class if the fees are outstanding.

Our classes are oversubscribed, in order to secure your child's place please ensure that subscriptions are paid by due dates. If fees are not paid by the deadline the Club will assume the place for your child is no longer required. Any late payments that are accepted will incur an administration charge.

British Gymnastics Membership

After joining the club, and once your child has had their first Trial Session, you will need to sign up to British Gymnastics Insurance which provides annual cover from 1st October to 30th September.

Please sign up here: www.british-gymnastics.org/memberships

How to contact us

For general enquiries you can email us at info.east.lsa@gmail.com

We will endeavour to respond to all enquires within 24 hours.

CHILD PROTECTION AND HEALTH & SAFETY

Welfare Officers

The welfare of all children in LSA is a primary concern. If you have any welfare concerns please liaise with one of our Welfare Officers.

Stratford and Becton: Halina Yarashevich [**info.east.lsa@gmail.com**](mailto:info.east.lsa@gmail.com)

Putney: Angela Velicko [**angela.londonsportacademy@gmail.com**](mailto:angela.londonsportacademy@gmail.com)

Child protection

We take the safety and welfare of gymnasts, coaches, volunteers and parents very seriously. We do this by:

- Abiding by the British Gymnastics Club Health , Safety and Welfare guidelines
- Appointing Welfare Officers to whom complaints and welfare concerns can be made confidentially and are dealt with promptly
- Ensuring that gymnasts and parents are aware of the purpose of videoing, filming or photography during training or events
- Having a zero tolerance level for poor practice, bullying or any form of abuse.

Photography

LSA and the Head Coach/Founder (Kristina Ondon White) do not publish any images or videos without written consent from the gymnast concerned (or in the case of a child from their parent). This is gained as part of our registration process.

Personal information of the individual, other than their name, will not accompany the image.

Building evacuation

The coaches are responsible for the evacuation of the building of the gymnasts in their care, in the case of a fire or other emergency. Under no circumstance must a parent evacuate their child once under the responsibility of a coach. Parents and children under their supervision must evacuate the building and assemble in the car park.

Social Networking

LSA and Head Coach/Founder believes that social medias are a fantastic way to communicate and to demonstrate the great work that we do with the wider community. While there are many positive aspects of using social media to communicate, we are aware that there are potential disciplinary and safeguarding concerns which stem from improper use. Please note that all LSA communication will be via the official Social networking sites and the official newsletter. LSA follows British Gymnastics Code of Good Practice, which is available online at www.britishgymnastics.org.

Additional guidelines

Should a gymnast request to become a named friend on a coach's social networking page then the coach should decline this request. Failure to do so would be in breach of LSA Standards of Conduct. This is to safeguard everyone from inappropriate communication that could result in disciplinary concerns. Social networking sites should never be used as a medium by which to abuse or be critical of LSA. Any breach of the Standards of Conduct may result in disciplinary action.

LSA will not tolerate any abuse, bullying or threatening to our coaches, members and any LSA staff. Rudeness, insults, unreasonable demands, unreasonable persistence, managing unacceptable actions, discrimination on any grounds (skin colour, nationality, sexual orientation), physical and mental abuse are prohibited and their use by any gymnast or parent, especially in front of the children, could result in termination of membership.

Club Welfare Officer:

Halina Yarashevich:
info.east.lsa@gmail.com
07591826431