



Eversley - Entrance and exit procedure for gymnast.

Applies to all parents / guardians

South Essex Gymnastics Club Limited (**S.E.G.C.**) is committed to a duty of care for all its staff & members. It is the clubs aim to provide the safest environment possible whilst in the gym and whilst moving about around the whole centre. This procedure will outline the key steps that need to be followed when attending a session at the Eversley Leisure Centre.

- Gymnasts will enter through the main Everyone active doors and continue straight ahead down the corridor towards the football pitches. The new entrance to the gym will be the double doors on the left at the end of the corridor, opposite the stairs to the viewing area.
- Signs will be in place asking the gymnasts to queue along the left-hand side of the wall, ensuring that they are not blocking the whole corridor. This is a communal corridor so we must make sure we leave another space for other gym users to continue about the facility.
- A coach will be present at the door before each session starts to take the register. Each child will be asked to remove their shoes once entering the double doors into the gym.
- We ask gymnasts to bring a drink in with them in a sealable non spill bottle, this can either be kept with them the whole time or placed on the benches along the windows.
- No bags or prams can be left inside the clubs waiting area or anywhere in the main buildings waiting area. We must also ensure the corridor is kept clear of any prams or bags as this is a main emergency evacuation route.
- Any parents/guardians who wish to use the viewing area can queue with their child until entering the gym; then they can use the stairs on the right to gain access to the viewing area.
- Once the gymnast's session has ended, they will now be collected from the club's main entrance doors. This way we can ensure all gymnasts are returned to their parents/guardian before leaving the premises.
- Any parents/guardians up in the viewing area will now need to return back down the stairs and back along the corridor to collect their gymnast from the main S.E.G.C entrance door.
- Once you have dropped off or collected your gymnast, all parents/guardians must exit the building back through the main Everyone active doors.

This procedure is reviewed on a regular basis and updates are implemented when necessary. Due to the limited space within the clubs visitor / viewing area, S.E.G.C are always trying to do its utmost in making the drop off and collection process as smooth and stress free as possible. S.E.G.C thanks you for your cooperation.