

SOUTH ESSEX GYMNASTICS CLUB LIMITED BRITISH GYMNASTICS MEMBERSHIP REGISTRATION AND RENEWAL POLICY



Purpose

The purpose of this policy is to ensure that all members, participants, coaches, and staff of South Essex Gymnastics Club (SEGC) understand their responsibilities regarding British Gymnastics (BG) membership. This policy outlines the process for registration, renewal, and payment responsibilities to maintain compliance with British Gymnastics standards and insurance requirements.

Scope

This policy applies to:

- All gymnasts and participants (recreational and competitive)
- All SEGC coaches, officials, and volunteers
- All SEGC employees and contracted staff

Policy Statement

SEGC is a proud affiliate of British Gymnastics, the recognised National Governing Body for the sport in the UK.

In line with British Gymnastics standards:

- All participants and staff must hold current and valid British Gymnastics membership at the appropriate level.
- Membership ensures personal accident insurance cover and compliance with British Gymnastics safeguarding, safety, and quality standards.
- No individual may take part in SEGC sessions, events, or coaching activities without valid British Gymnastics membership.

Membership Levels

Members must register at the correct level according to their role and activity:

- **Community Membership** – for recreational gymnasts, judges, volunteers, and operational staff (excluding coaches).
- **Competitive Membership** – for gymnasts competing on a discipline specific pathway.
- **National Membership** – for gymnasts competing nationally or internationally and Assistant Coaches.
- **Enhanced Membership** – for coaches and other professional roles within the club.

More information is available at:

👉 www.british-gymnastics.org/memberships

Registration Procedure

Trial Sessions:

- New participants may attend one trial session without membership.
- Membership must be completed prior to the second session.

Participant Registration:

- Visit the BG membership portal and register under “South Essex Gymnastics Club.”
- Choose the correct membership level and complete payment directly to British Gymnastics.
- Email confirmation or membership number to office@southessexgym.co.uk

Failure to Register:

- If a member fails to register, SEGC may complete the registration on their behalf.
- The membership fee plus a £5 administration charge will be added to their next direct debit payment as a one-off annual charge.
- If SEGC registers and/or pays for an annual membership on behalf of a gymnast and the gymnast subsequently leaves the club, the membership fee and administration charge will remain payable and will not be refunded.

Renewal Procedure

- British Gymnastics membership runs annually from the beginning of the registration / renewal month.
- Members will receive reminders prior to expiry from British Gymnastics by email and SEGC by email, telephone and/or by letter.
- Renewals must be completed no later than the end of the expiry month to maintain eligibility and insurance cover.
- Lapsed memberships will result in suspension from all club activities until renewed.

Membership Payment Responsibilities

Participants / Members

Participants and/or their parent or guardian are personally responsible for purchasing and maintaining their British Gymnastics membership at the appropriate level. It is also the responsibility of each member (or parent/guardian) to ensure that all personal and contact details, including emergency contact information, are kept accurate and up to date within their British Gymnastics online account. These details are used for insurance, safeguarding, and emergency communication purposes. SEGC accepts no liability for individuals who fail to register or renew on time.

Timetabled Employees

SEGC will cover the cost of registration and/or renewal of British Gymnastics membership at the required level for all timetabled employees. This includes coaches and officials who are directly employed under contract by the club.

Volunteers

SEGC will cover the cost of registration and/or renewal up to Community Membership level. If a volunteer requires a higher membership level for gymnastics activities, the additional cost must be paid by the volunteer.

Zero-Hour / Casual Staff

Zero-hour or casual staff are required to register and/or renew their British Gymnastics membership at the required level at their own expense, as set out in their individual contract. Failure to obtain or maintain valid membership may result in suspension of duties or termination of contract.

Responsibilities

Role	Responsibility
Participants / Parents	Register or renew membership and provide proof to SEGC.
Coaches & Staff	Maintain valid British Gymnastics membership and provide details to the Club Office.
SEGC Administration Team	Verify and record all active memberships; support members with queries.
British Gymnastics	Manage membership database and provide insurance and compliance cover.

Non-Compliance

- Individuals without valid British Gymnastics membership cannot participate in SEGC sessions, events, or coaching.
- SEGC reserves the right to withdraw participation or terminate contracts where compliance is not maintained.
- SEGC accepts no liability for injuries, losses, or issues arising from non-membership.

Support and Assistance

For assistance with registration or renewal: office@southessexgym.co.uk
or contact British Gymnastics directly at: memberservices@british-gymnastics.org

Review

This policy will be reviewed annually or upon any update to British Gymnastics membership requirements.

Last reviewed February 2026