

Operating Address: Billesley Tennis Centre  
Wheelers Lane  
B13 0ST

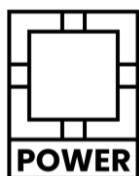
## Communication Policy

### DOCUMENT DETAILS

Document Reference	Power GT Communication Policy
Version	3.1
Issue Date	November 2025
Review Date	July 2026
Document Author / Owner	Charlotte Cunningham / Power Gymnastics Trampoline
Applicability	All users and employees of Power GT

### VERSION HISTORY

Version	Date	Reason for release / version update	Issued by
1.0	June 2023	Creation of documentation	Charlotte Cunningham
2.0	July 204	Annual Review	Charlotte Cunningham
3.0	July 2025	Updated parameters surrounding employee to client communication	Charlotte Cunningham
		Updated language surrounding communication with young people	
3.1	Nov. 2025	Email communication will now be the main form of communication between squad parents. All WhatsApp groups should be disbanded.	Charlotte Cunningham



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Power GT's communication policy is in line with British Gymnastics communication procedures and applies to all children, young people, staff, volunteers and parents and guardians.

Power GT aims to provide an environment that respects the rights of each staff member and parent/guardian, and we ask that all members understand and follow the correct communication channels and any behaviour that undermines this is unacceptable.

### **Methods of Direct Communication**

#### ***Between Power GT and Employees***

Power GT prefers direct communication regarding official changes of circumstance to be VIA email to the main email account. The club does, however, have a WhatsApp group chat which will be utilised for day to day management and any informal matters.

#### ***Between Power GT and Parents***

Power GT prefers direct communication regarding official changes of circumstance to be VIA email to the main gym account or a primary coaches' work account. We recognise in emergencies a phone call to gymnasts' primary coach and/or head coach and/or welfare officer may be more appropriate.

All squad communication will be issued by email. This includes, but is not limited to:

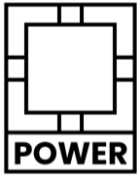
- Distribution of letters and competition dates
- Competition and attire payment deadlines
- Changes to training times or groups

Athletes are often filmed in their sessions for technical break down or to demonstrate progress. These will be shared directly with parents via WhatsApp from the club phone number.

Parents should not contact coaches on their personal number, social media or similar (except if they are involved in the club on a voluntary basis – for example the welfare officer). These messages will be forwarded to the club phone and replied to on this instead.

#### **Communication with Children and Young People:**

Power GT and British Gymnastics deems it inappropriate for Coaches/Volunteers to have direct communication with Young People (which is defined as those **under** 16 years of age) except when a young person is making a disclosure to the Welfare Officer using the designated disclosure number. This includes VIA text messages, phone calls, online chat



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forums (including any form of social media (including, but not limited to, Facebook, Instagram, Snapchat, TikTok) and WhatsApp or Email communication).

Power GT deems it appropriate to have direct communication between the head coach and personal coach of a participant **or** head coach/mentor or a young person of **16 years or older** either:

- By email where the young person's parent/guardian is copied into all communication
- By WhatsApp group chat that includes the young person, the young person's Parent/Guardian, personal coach and the head coach/welfare officer)

Any other direct communication it deemed inappropriate and will result in disciplinary action taken against the adult.

Power GT deems is appropriate to have direct contact with participants 18 years and older.

Any conflicts of interest regarding communication with young people (IE family friends of coaches/volunteers/club officials) should be provided **in writing** to the club by Power GT's official associate **and** the parent/guardian of the young person, where reasonable adjustments/considerations may be made by management and the welfare team. Decisions will be recorded by our welfare officer. Failure to do so will result in disciplinary action.