

## Scottish Gymnastics Minimum Operating Requirements

**Clubs have a duty of care to provide a safe environment in which their members can enjoy the sport. Clubs affiliating to Scottish Gymnastics must always adhere to Scottish Gymnastics policies and procedures and to minimum operating requirements (MOR).**

Your Scottish Gymnastics membership provides legal liability, employers' liability, and management liability insurance, plus access to health and safety, HR, legal, and accounting advice. Your members, staff and volunteers should feel confident knowing they are part of an organised, safe, club which fully complies with its obligations as a member of Scottish Gymnastics.

Registered clubs are agreeing to abide by the following **MOR**.

### Governance: clubs must

- 1 have a suitable governance structure with sufficient office bearers to deliver their business with specific identified roles named & contact details. This includes a minimum of a club secretary (can be head coach) and safeguarding officer
- 2 ensure all club members have joined Scottish Gymnastics in the correct membership category ie, gymnasts, coaches, committee members, volunteers, in conjunction with [Articles of Association](#) 8.1.1.2 and 8.2
- 3 have clear complaints, grievance and disciplinary procedures which are communicated to members

### Safeguarding: clubs must

- 1 have a named and Scottish Gymnastics trained safeguarding officer with a safeguarding club email (safeguarding@clubname), and appropriate safeguarding officer membership. This role must not be held by a family member of club owner or a coach who is active in any club.
- 2 comply with all [Scottish Gymnastics safeguarding policies and procedures](#)
- 3 ensure everyone in a regulated role gains a PVG scheme record through Scottish Gymnastics and appropriate Scottish Gymnastics safeguarding training (safeguarding officers, coaches, officials, volunteers)
- 4 have clear codes of conduct for coaches, officials/volunteers, committee/board members, gymnasts and parents which are communicated to members annually
- 5 Ensure that when a club satellite location is over 30 miles or 30 minutes' drive for the main club safeguarding officer, an additional safeguarding officer is required to ensure adequate safeguarding provision for the satellite venue and its participants.

### Coach and volunteer compliance

- 1 Training sessions must have a minimum of two coaches, one of which one must be a minimum of Level 2 coach qualified in every discipline offered. Coaches cannot coach outside of their qualification
- 2 Gymnastics activities must be held in a [Scottish Gymnastics recognised environment](#) and the venue must be appropriately risk assessed

Clubs failing to meet the MOR will be given an action plan to help them become compliant. If clubs fail to meet the requirements or actions agreed with Scottish Gymnastics, sanctions can be taken. Continued failure to comply with the MOR can lead to withdrawal of a club's membership and associated benefits.