



## **CODES OF CONDUCT**

### **GYMNASTS & GYM USERS PARENT, CARERS & VISITORS STAFF, COACHES & VOLUNTEERS**

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Claire Barbieri - Director RHGC

RHGC is fully committed to safeguarding and promoting the wellbeing of all its members. Everyone at RHGC has a part to play in upholding high standards of behaviour and conduct. It is therefore vital that there is a clear **Code of Conduct**, upheld within a safe, secure and positive environment.

It is extremely important that gymnasts/gym users, coaches, volunteers, parents/carers and visitors associated with the Centre, should, at all times, show respect and understanding for the safety and welfare of others.

Members and visitors alike are encouraged to be open at all times and share any concerns or complaints that they may have about any aspect of the Centre with a member of the Management Team, or one of the Club Welfare Officers.

The primary aims of RHGC **Codes of Conduct** are:

- To create a calm and ordered training environment
- To promote an environment to help our gymnasts' and gym users to control themselves and to learn that they are responsible for their own behaviour
- To encourage consideration for others by promoting respect, courtesy, tolerance, teamwork, trust and honesty within the wider community (including gymnasts, staff, volunteers and parents/carers)
- To support the development of self-esteem and self-respect for gymnasts
- To develop pride in the efforts, skills, abilities and work ethic, as well as achievement of gymnasts

#### **Rewards**

RHGC coaches seek to create a positive environment which raises gymnasts' self-esteem and confidence. Therefore, positive rewards are used, including:

- Verbal praise
- Stickers/certificates/'bugs'
- Speaking to a parent/carer
- Promotion of successes/achievements on website, newsletter, social media accounts (where appropriate consent has been obtained)

### **Unacceptable Behaviour**

For RHGC to create and maintain a productive and positive training environment, gym users must be aware of sanctions and understand that for all actions there are consequences.

RHGC uses a number of sanctions to enforce behaviour expectations and **Codes of Conduct**, and to ensure a safe and positive learning environment. The Centre employ each sanction appropriately to each individual situation. Sanctions are used in a balanced way and focus on the act - not the individual. Individuals should be helped to understand why their behaviour is not acceptable.

Some children, including those with SEND, who have specific needs relating to behaviour, will find it continually difficult to follow the **Codes of Conducts**. Parents/carers should liaise with coaches regarding their child's needs and discuss which discipline and session is the most appropriate.

We recognise that every child is unique, and that poor behaviour may be exhibited for a variety of reasons. As such, RHGC coaches and staff use their professional judgement, and their knowledge of the gymnast, to ensure appropriate strategies are used at key points in the behaviour and discipline code.

## **ALL GYMNASTS & GYM USERS**

### **CODE OF CONDUCT**

- Gymnasts should use the changing rooms, toilets provided for changing or arrive ready for their lesson.
- Shoes are not permitted in the Gymnastics Hall itself – they should be removed at the door.
- The use of scooters and other wheeled equipment are not permitted in the Gymnastics Centre.
- Food is not permitted inside of the Gymnastics Hall; gymnasts may bring water in an appropriate sports bottle for training and place in their group bucket as directed by the instructor.
- Long hair should be tied back securely, and all jewellery/accessories must be removed (earrings should be covered with tape if they cannot be removed before they arrive at the gym door).
- Gymnasts should arrive 5 minutes prior to the start of the session, so training can start promptly, run smoothly and so all gymnasts are appropriately 'warmed up'.
- Gymnasts should attend each session dressed appropriately (e.g., leotard, sports clothing, socks and trainers).
- Gymnasts are not allowed into the Gymnastics Hall unless the class is called and instructed to do so by a coach who is there to supervise.

- Mobile phones are to be switched off and left with personal belongings.
- Chewing gum is strictly prohibited.
- Alcohol or any other forms of substance consumption is prohibited before, during or after training.
- Gymnasts should come to training with a good positive attitude, show respect to all coaches, obey all gym rules and set a good example to others in the gym.
- Poor behaviour, swearing and disrespect is not tolerated at RHGC.
- Criticising other gymnasts is not tolerated. Gymnasts should support other gymnasts to do their best, celebrating success and achievements.
- Gymnasts (or parents/carers) should notify their coach immediately if there are any problems which may affect their gymnastics performance e.g. injury/illness.
- Children misbehaving, creating a distraction or being a risk to other gym users (or themselves) will be asked to sit out, following a warning from the coach, or other staff member. If the behaviour continues their parent/carer will be contacted. If misbehaviour continues, the parent/carer will be asked to withdraw the child from their class.

## **GYMNAST BEHAVIOUR**

In line with the Club's Discipline Procedures, any inappropriate behaviour of a Gymnast may be categorised as: *minor, moderate, serious* or *very serious*. Examples of each are highlighted below:

### Minor:

A minor breach of Club rules on one occasion. E.g. answering back to a coach, being unkind to another gymnast, general silly behaviour, lack of attention, time wasting, not trying their best

- Dealt with by the coach at the time using a verbal prompt, x 2 warnings asking the behaviour to stop, They will then be asked to sit out for a few minutes to think about their behaviour or calm themselves.

### Moderate:

A minor breach of Club rules on more than one occasion, *or* a more serious incident. E.g. using inappropriate language, evidence of bullying another child, persistent time wasting or silly behaviour, refusal to complete a task

- Dealt with by the coach at the time using a verbal prompts, sit out time as above and then the parent will be informed.
- Pending severity of incident(s), Welfare Officer informed, formal written warning issued, and gymnast placed on behaviour report

### Serious:

Persistent breach of Club rules on three or more occasions, on separate days *or* a serious incident involving some loss of personal control e.g., persistent bullying of another child/children, encouraging others to misbehave, inappropriate language directed at another child/coach, inappropriate use of social media.

- Dealt with by the coach at the time with support from a member of the Management Team or the Club Welfare Officer; formal written warning issued, and gymnast placed on behaviour report.

- Pending severity of incident(s), gymnast may be suspended.

#### Very Serious:

Repeated unacceptable behaviour, *or* physical/verbal abuse directed at another child/coach, *or* serious inappropriate use of social media.

- Dealt with by the coach at the time with support from a member of the Management Team or the Club Welfare Officer; formal written warning issued, and gymnast placed on behaviour report (Discipline Procedure: Stage 2)
- Pending severity of incident(s), gymnast may be suspended or excluded from the Centre.

## **PARENTS, CARERS & VISITORS**

Parents and carers play an important role in promoting a child's happiness and success in gymnastics. Positive encouragement from you will contribute to them having a sense of personal achievement, higher personal esteem and improved skill levels.

### **CODE OF CONDUCT**

- Support your child's involvement and help them to enjoy the sport.
- Demonstrate, in personal behaviour, that all members of the RHGC community should be treated with respect, using appropriate language at all times.
- Encourage your child to treat everyone at the Club with politeness and respect. Praise your child's behaviour where it is positive and correct it when it could be deemed negative/lead to conflict.
- Respect the knowledge and professionalism of SDG coaches in planning, preparing and coaching your child.
- Keep the Club informed if your child is ill or unable to attend sessions.
- Contribute to a happy gym by sharing any concerns or complaints about any aspect of the Club through the approved channels; please **do not get involved in destructive gossip**.
- Approach a member of RHGC team appropriately to help resolve issues of concern. Should you wish to make a complaint, please do so in line with the Club's **Complaints Policy**.
- Gymnasts should arrive 5 minutes prior to the start of the session, so training can start promptly, run smoothly and so all gymnasts are appropriately 'warmed up'.
- Gymnasts should arrive in appropriate attire for their session, with long hair tied back and all jewellery removed.
- Always collect your child promptly at the end of a session; gymnasts should be collected from all training sessions by a responsible adult (unless you have completed a **Permission to Leave** form).
- Follow the **Club Policies** on the use of photography/video when spectating, and take care when using social media.
- Parents/carers and other spectators are not permitted inside of the Gymnastics Hall or Office unless invited by a coach.
- Parents/carers should not attempt to coach their child either at home or in the gym other than assisting gymnasts with any homework that they have been provided with by their coach.
- Parents/carers are encouraged to make an effort to contribute to any fundraising events and volunteer roles that may come up throughout the year e.g. volunteering at competitions

## STAFF, COACHES & VOLUNTEERS

In addition to the protocols set out within the RHGC **Employee Handbook** and associated **Role Descriptions**, RHGC have an agreed **Code of Conduct** for its Staff, Coaches & Volunteers.

### CODE OF CONDUCT

Robin hood gymnastics centre expects all staff/volunteers to:

- Respect and uphold the ethos and expectations of RHGC.
- Act as a positive role model and lead by example.
- Demonstrate good coaching practice and provide motivation to all gymnasts and coaches.
- Demonstrate, in personal behaviour, that all members of the RHGC community should be treated with respect.
- Never consume alcohol immediately before or during training or events.
- Understand that there is a need to work together with parents/carers for the benefit of the gymnasts.
- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants based on mutual trust and respect.
- Hold the appropriate valid qualifications and insurance cover; coaching skills covered within qualification parameters only.
- Deliver positive, progressive, fun and safe sessions.
- Ensure that all activities are appropriate to age, ability and experience of those taking part and ensure that all participants are suitably prepared, both physically and mentally when learning new skills.
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned.
- Report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the Centre's **Safeguarding Policy**.
- Promote the positive aspects of the sport (e.g. fair play).
- Encourage gymnasts to value their performances and not just results. Do not use mobile telephones at any time during a coaching session.
- Supervise the dispersal of gymnasts at the end of each session (at the door). Fulfil the *Duty of Care* towards all participants and members of the CENTRE OR CLUB.

### ZERO TOLERANCE

In order to support a peaceful and safe coaching environment, RHGC does not tolerate:

- Disruptive behaviour from staff/volunteers which interferes or threatens to interfere with the operation of the gym floor, office or other working areas of RHGC (including competitions and events)
- Interfering or distracting others whilst working at RHGC, including in the office or on the gym floor.
- Loud or offensive language, swearing, cursing or displaying temper.
- Threatening to harm to another member of RHGC team, visitor, parent/carer or gym user.
- Damaging or destroying RHGC property.
- Sending abusive, threatening or inappropriate emails, text/voicemail/phone messages or other written communication/correspondence.
- Defamatory, offensive or derogatory comments regarding the Centre, club or any users/parents/staff/volunteers on social media sites.
- The use of physical aggression towards another adult or child.
- Smoking (including e-cigarettes), or consuming alcohol or drugs on RHGC property.

If any of these behaviours occur, RHGC reserve the right to contact the appropriate authorities and, if necessary, ban the offending adult from entering the premises. RHGC will follow appropriate disciplinary procedures if there are repeated behaviour and conduct issues, or an issue of a serious nature occurs.

**Suggested Review Date:** After significant changes, or biennially

**Reviewed By: Date: Comments:**

**Next Suggested Review Date:**

**Reviewed By: Date: Comments:**

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