

Dynamics Gymnastics Codes of Conduct and Disciplinary Procedures

Dynamics Gymnastics believes that it is important for all coaches, parents/carers and gymnasts associated with the club to show respect and understanding for the safety and welfare of others at all times. Accordingly, the expectations for behaviour for coaches, parents/carers and gymnasts are outlined in the Dynamics Gymnastics Codes of Conduct. Each code is concluded with the course of action that will be taken in the event of a code breach:

DYNAMICS GYMNASTICS CODE OF CONDUCT FOR GYMNASTS

To maximise safety and learning, **Dynamics Gymnastics gymnasts'** are expected to:

- Follow the Dynamics Gymnastics dress code – well fitting buckle, clasp and zip free sports clothing, bare feet or gym slippers (socks for trampolining), long hair tied back, all jewellery removed and short nails.
- Wait outside the gymnasium until invited in by the Class Manager/Head Coach. When invited in, sit in a space on the floor area and wait patiently for a coach to start the warm up.
- Leave all belongings tidily in the designated area within the gymnasium. N.B. Dynamics Gymnastics does not take responsibility for any lost items.
- Listen carefully and respond appropriately to all instructions given by coaches.
- If asked to carry equipment, always lift and lower by bending at the knees, walk with your pathway sighted and with the help of enough people to make the equipment light.
- Report equipment breakages and all accidents/injuries to the Class Manager/Head Coach immediately.
- Only try new skills with the permission and supervision of a coach.
- Help, encourage, be friendly, treat equally and co-operate with other gymnasts, coaches and parents/carers.
- Take responsibility for your own behaviour including the use of appropriate language and respond appropriately to any sanctions given.
- Only do gymnastics skills and go on equipment between the warm up and cool down and only with a coach supervising.
- Inform the Class Manager/Head Coach if you need to use the changing or toilet facilities during the class time.
- Only consume water within the gymnasium.
- If a parent/carer has not arrived to collect you at the end of a session, return to the gymnasium and inform the Class Manager/Head Coach.
- If the fire alarm sounds, keep calm and follow the instructions of the coach. Leave all personal belongings and clothes behind in the gymnasium.
- Avoid using mobile phones in the gymnasium.

- Report to the Class Manager/Head Coach any concerns about Dynamics Gymnastics classes as soon as possible. If you wish to talk to someone in confidence contact the Welfare Officer Mark Clark on welfareofficer@dynamicsgymnastics.co.uk or 07889900561.

The Class Manager/Head Coach will bring any deviation from this code to the attention of the gymnast and parents/carers as necessary. Appropriate strategies to encourage positive change will be implemented but Dynamics Gymnastics will revoke the gymnast's place in an extreme case or if the code is repeatedly breached.

DYNAMICS GYMNASTICS CODE OF CONDUCT FOR PARENTS/CARERS

Dynamics Gymnastics seeks to work with **parents/carers** and kindly requests that they:

- Fully complete and return the membership record sheet in advance of the gymnast's first class and update the club on all changes to the information e.g. new contact details etc.
- Ensure gymnasts follow the dress code – well fitting buckle/clasp/zip free sports clothing, bare feet or gym slippers (socks for trampolining), long hair tied back, no jewellery and short nails.
- Take responsibility for their gymnast until the Class Manager/Head Coach invites the class into the gym and from the point the class is dismissed. Parents/carers are expected to accompany gymnasts into the facility and collect them on time from inside the facility with exceptions for secondary school aged children if indicated on their record sheet.
- Inform the Class Manager/Head Coach if someone else is collecting their gymnast.
- Understand that Dynamics Gymnastics coaches are unable to supervise the changing and toilet facilities and therefore accept that they must take responsibility for their gymnast in the changing and toilet facilities at all times according to the principles outlined in the Dynamics Gymnastics Changing and Toilet Facility Policy.
- Ensure siblings, friends etc do not access gym equipment or interrupt the class at anytime.
- Leave the gymnasium during class time except as pre-arranged with the Class Manager/Head Coach in exceptional circumstances e.g. gymnast's first class.
- Make term fee/annual membership payments on time as detailed in each end of term letter.
- Set an example for good behaviour e.g. support participation, applaud effort over ability, applaud all performances, treat everyone with respect and always use appropriate language.
- Support the Class Manager/Head Coach in implementing behaviour management strategies.
- Recognise if and when their child no longer wishes to take part in classes informing the Class Manager/Head Coach as soon as possible of the vacant place.
- Report all accidents that occur in and around the gymnasium to the Class Manager/Head Coach immediately so that first aid and accident procedures can be implemented.
- Keep their gymnast away from Dynamics Gymnastics classes when they are ill or injured and report to the Class Manager/Head Coach any illness or injury that a gymnast has suffered between visits to Dynamics Gymnastics classes if it is likely to affect participation.
- Seek permission from the Class Manager/Head Coach if wanting to film or take photographic images of their gymnast in class and complete the recorded images register.
- Avoid using mobile phones in the gymnasium.

- Report to the Class Manager/Head Coach any concerns relating to Dynamics Gymnastics classes ASAP so that they can be dealt with swiftly and effectively. Major concerns e.g. poor practice, bullying, discrimination etc should alternatively be reported in confidence to the Welfare Officer Mark Clark on welfareofficer@dynamicsgymnastics.co.uk or 07889900561.

The Class Manager/Head Coach will bring deviations from this code to the attention of the parent/carer. In extreme cases, Dynamics Gymnastics will prohibit the parent/carer from the facility and require another adult to be named as responsible for all Dynamics Gymnastics communications including the safe arrival and dispersal of the gymnast.

DYNAMICS GYMNASTICS CODE OF CONDUCT FOR COACHES

Led and monitored by the Class Manager or Head Coach, **Dynamics Gymnastics coaches:**

Show professionalism by:

- Developing and maintaining an appropriate working relationship with gymnasts, parents and colleagues based on mutual trust, respect and equality.
- Demonstrating good time keeping inc. arriving promptly to help set up before the first class.
- Displaying consistently high standards of behaviour.
- Dressing according to the Dynamics Gymnastics dress code.
- Turning mobile phones off (except the Class Manager/Head Coach).
- Only consuming water in the gym.
- Coaching within competence and qualification.
- Recognising discipline issues and responding proportionately to the actions.
- Informing the Class Manager/Head Coach of any expected absence in advance.
- Updating and building on coaching knowledge as and when opportunities arise.
- Holding a current British Gymnastics CRB check if aged 14+.

Consider the well being and safety of participants and themselves by:

- Regularly visually risk assessing the facility, equipment and gymnastics activities.
- Adopting and teaching safe handling techniques when moving equipment.
- Checking the equipment and layout is safe before and during use inc. adequate landing areas.
- Reporting faulty equipment immediately to the Class Manager/Head Coach.
- Checking gymnasts are dressed according to the Dynamics Gymnastics dress code.
- Starting each class with a warm up relevant to the age and ability of the gymnasts.
- Setting activities and adjusting equipment to suit the gymnasts' age, size and ability.
- Coaching all gymnastics skills progressively breaking each skill down into stages.
- Adopting recognised techniques when supporting and spotting gymnasts.
- Considering their positioning so all group members can be seen.
- Reporting accidents/injuries immediately to the Class Manager/Head Coach.
- Ending each class with a cool down relevant to the age and ability of the gymnasts.
- Monitoring the safe dispersal of gymnasts by supervising the collection of gymnasts from the gym and/or facility door and supervising remaining gymnasts in the gym.
- Storing equipment safely after each session according to the facility storage system.
- Coaching trampolining and handling trampolines only under direction of a qualified coach.
- Avoiding being alone with a gymnast or group of gymnasts.
- Reporting all suspected incidents of abuse, discrimination or bullying to the Welfare Officer.

Maximise learning by:

- Informally planning enjoyable activities for their group to build on prior experience.
- Providing clear and adequate instructions before and during each activity.
- Motivating and encouraging gymnasts using positive feedback.
- Keeping gymnasts as active as possible during the class within the bounds of safety.
- Using the cool down as an opportunity to reinforce positive aspects of the session.

Minor breaches of this code should be brought to the attention of the Class Manager/Head Coach. Should anyone note a major breach of this code, concerns should be reported to our Welfare Officer Mark Clark in confidence on welfareofficer@dynamicsgymnastics.co.uk or 07889900561. In either case, disciplinary procedures will be implemented as necessary.

Disciplinary procedures

In the event that a coach regularly fails to meet the expectations set out in the Code of Conduct or one major breach of the code occurs, the following Dynamics Gymnastics disciplinary procedures will be implemented starting at a point relative to the severity of the code breach:

1. The coach will receive a verbal warning from a Dynamics Gymnastics manager.
2. The coach and a Dynamics Gymnastics manager follow up the verbal warning with a discussion to identify and agree a reasonable action plan, monitoring procedure and time scale within which to demonstrate improved adherence to the Code of Conduct.
3. Time limit for improvement given with close monitoring by Class Manager/Head Coach.
4. Where little or no improvement is shown in the time limit, the coach will receive a written warning from a Dynamics Gymnastics manager.
5. The coach and a Dynamics Gymnastics manager follow up the written warning with a discussion to identify and agree a reasonable action plan, monitoring procedure and time scale within which to demonstrate improved adherence to the Code of Conduct.
6. Time limit for improvement given with close monitoring by Class Manager/Head Coach and Dynamics Gymnastics manager.
7. Where little or no improvement is shown within the time limit (or possibly in the event of a major code breach) the coach will receive notification of dismissal in writing. The notification will include a notice period relative to the severity of the code breach.

In order to promote the chances of a positive outcome, the Dynamics Gymnastics managers will allow the coach opportunities to respond to the warnings given and will log the content of all responses so that the thoughts and feelings of all involved can be considered at each stage and within each action plan. In the event that a coach wishes to appeal a decision, a disciplinary hearing will be set up at which evidence and witnesses for all sides of the case can be presented to an impartial panel. The panel will state their decision and recommended action plan in writing to the Dynamics Gymnastics managers and coach involved.

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