



## CODE OF CONDUCT

1. Coaches Code of Conduct
2. Members Code of Conduct
3. Parents/Guardians Code of Conduct

### **1. Coaches Code of Conduct**

The Coaches Code of Conduct is designed to support the club's child protection policies. It works in conjunction with the club procedures and British Gymnastics coaching guidelines. It exists to promote a safe and enjoyable gymnastics experience for the members of Pearl Gymnastics.

#### Protecting the Rights of the Gymnast

Coaches must respect and champion the rights of every individual to participate in gymnastics.

This includes:

Providing an environment in which children are free from fear or harassment

Recognising the rights of performers to be treated as individuals

Encouraging performers to confer with other coaches if the need arises, and encouraging them to move on as their ability increases, even if this means moving to a new coach

Promoting the concept of a well balanced lifestyle for performers both within and outside of gymnastics.

#### *The Relationship with the Gymnast*

Coaches must develop a relationship with the gymnasts in their care based on openness, honesty, mutual trust, and respect.

This includes:

Always being publicly open when working with gymnasts. Coaches should avoid working alone and unobserved with an individual

Taking care when providing manual support, only BG advised techniques for spotting and handling should be used

If a group of gymnasts need to be supervised in the changing rooms coaches should supervise in

pairs

Coaches should never take a gymnast home with them, or to any other secluded place

Similarly, coaches should avoid transporting gymnasts or, where the need arises, explicit permission from the parent/guardian should be sought and the coach should try to take more than one child, and where possible another adult

Never engaging in rough or sexually provocative games

Never making suggestive remarks to a member – even in fun

Doing things of a personal nature for a child that they can do for themselves including assisting them in changing rooms or toilets

Sharing a bedroom with an individual gymnast on overnight excursions – in this instance coaches should supervise in pairs where possible supervising groups of children

The coach should at all times be concerned for the safety, well-being, protection and future of the gymnast.

#### *Responsibilities – Personal Standards*

Coaches must demonstrate proper personal behaviour and conduct at all times.

This include:

Whilst representing the club, coaches should wear club uniform and be of a clean and tidy appearance

Coaches should maintain good time keeping

Coaches should give at least one week's notice if they are unable to attend a session due to other commitments. In this instance it is the coaches responsibility to help find a replacement coach for the session

Coaches should call the centre manager or head coach by 10am on the day of the class if they are unable to attend a session due to illness

Coaches should attend full training sessions including warm-up periods.

#### *Responsibilities – Professional Standards*

To maximise benefits and minimise the risks to athletes, coaches must attain a high level of competence through qualifications and a commitment to ongoing training that ensures safe and correct practice.

This includes:

Coaches must not misrepresent their qualifications, affiliations or professional competence to the club, club members, or any form of the media

Coaches have a professional obligation to the gymnasts to treat all allegations or suspicions of abuse seriously and with the utmost discretion. The first point of contact for any matters relating to this is the club child protection and welfare officer. Alternatively, coaches should raise their concerns with their mentor or head coach

Coaches should not publicly criticise fellow coaches or other clubs in any branch of the media or to club members or parents

Any conflict between coaches should take place in private, not in front of members. Any disagreements that cannot be satisfactorily resolved through discussion and compromise should be reported to the head coach at the first available opportunity

All matters concerning the business of the gym club should be kept confidential at all times

Coaches must not divulge any confidential information relating to a gymnast, member, or fellow coach to any third party without the explicit permission of that person or their parent/guardian

Coaches have an obligation to declare to the gymnastic club any other current coaching commitments. Coaches who become aware of any conflict affecting their obligation to the club must bring the situation to the attention of the club manager immediately

All coaches have a professional duty of care that includes a responsibility to ensure all equipment is safe to use, suitable for the purpose of the exercise and appropriate for the ability level of the gymnasts participating

The duty of care extends to include an obligation to record any health and safety issues in the health and safety book, and bring them to the attention of the health and safety officer immediately. Coaches must discourage unsafe and inappropriate behaviour at all times, and are obliged to follow guidelines in the disciplinary policy when dealing with any incidents

If a coach enlists the help of an unqualified person during their session the coach has full responsibility for that person's actions during the session

For the comfort and safety of all coaches using the gym, equipment should be stored safely and in the appropriate places after every session.

### *Drugs, Alcohol & Criminal Convictions*

The use or possession of drugs or alcohol, or being under the influence of drugs or alcohol while on the premises is strictly prohibited, and person breaking this rule will be dismissed

All coaches are required to complete a CRB disclosure form and present to the club manager a valid CRB certificate. If during the course of their employment any coach is convicted of a criminal offence they are obliged to report this to Chloe Carey immediately.

## **2. Members Code of Conduct**

Gymnasts are expected to:

- Arrive on time
- Dress suitably for their class
- Follow the instructions of the coach at all times
- Only use equipment when instructed to do so by a coach.
- Members must participate within the rules and respect coaches, judges and their decisions.
- Members must respect opponents and fellow club members.
- Members should keep to agreed timings for training and competitions or inform admin, or if they are going to be late.
- Members must pay any fees for training or events promptly.
- Members must not smoke, consume alcohol or take drugs of any kind whilst representing the club at competitions or other events.
- Members must inform the head coach of any injuries or illness they may have before the warmup begins.
- Members should not eat or chew gum during a session.
- Members must not use bad language.
- Members should remain with coaches at the end of a session until collected by their parent or

guardian.

- Members must be a full member of the British Gymnastics Association, London Gymnastics Federation and LSA and hold valid insurance before participating in any classes.

The dress code is:

- training leotard, fitted shorts, fitted top (or professional Club uniform)
- all long hair should be tied back and off the face
- no jewellery is to be worn in the gym

Members will lose their place if they fail to:

- attend training sessions on a regular basis without good reason and notification
- arrive on time
- conform with the dress code
- pay fees by the specified date (by direct debit or in advance of each month if not using this service)
- maintain a good standard of behaviour at all times
- follow the instructions of the coach at all times

The centre has a responsibility for the safety of its staff and clients and will not tolerate any aggression towards staff. All disciplinary matters or complaints should be directed to the director or centre manager.

### **3. Parents/Guardians Code of Conduct**

All Pearl Gymnastics members, parents and staff must adhere to the specific rules of the venues we run classes in.

Our classes are now over subscribed in order to secure your child's place please insure that subscriptions are paid by due dates. If fees are not paid by the dead line the Club will assume the place for your child is no longer required. Any late payments that are accepted will incur a administration charge.

- Missed sessions are not refundable or transferable to other sessions or gymnasts.
- We do not have time to answer questions or have discussions re payment as your paying for your kids sessions its not fair on coaches, kids and parents. If you have any questions please contact our administrator after all sessions are finished.
- Please inform us in advance if your child will not be attending a session .
- Please ensure that your child has had a drink and been to the toilet before the session starts.
- Children progress better if parents do not distract them. It's dangerous to communicate with your child whilst training
- We do not feel it is appropriate for children under the age of FIVE to be left un attended at any time, for this reason please do not leave premises during the session time.
- We are recommending you to have a Club Uniform. (Leotards and other club merchandise can be ordered via our Club Merchandise Officer).
- All gymnasts need to bring a water bottle to training. No fizzy juice or food is allowed in the gym.
- All long hair must be tied up and no jewellery is allowed. Anyone wearing earrings will be asked to remove them or cover them with tape or a plaster
- We are taking trimester payment only.
- If a child misses classes without warning for 2 weeks in advance or without official doctor confirmation (in case of illness), the fee is not returned.
- Please note, if you decide to leave us we require one month notice. Payment not refunded.
- Parents must ensure their child arrives on time for their session.
- Parents must deliver their child into the gym to ensure their child's coach is present and also collect them from the gym to ensure they are safely returned to a responsible adult at the end of a training session.

- Parents must ensure their child is appropriately dressed for gymnastics and has a water bottle, hair tied up, no jewellery etc.
- Parents must ensure their child understands that they must follow the instructions of the coaching staff at all times.
- Parents must inform the coaches of any condition their child may have that may affect their participation in the sport.
- Parents must ensure all necessary paperwork for club and competition fees are paid or discuss any problems confidentially by way of the club treasurer.
- Parents must encourage their child to value their own performance and not just the result. Winning is not within their control, their own effort is!
- Parents must appreciate and respect the efforts of the coaches and club officials in the development of their children and understand that success in gymnastics takes many, many years of hard work and dedication.
- Parents must support the efforts of the coaches and committee members and assist where possible by lending your help and expertise to further the objects of the Club.
- Parents must share in the safety and welfare of all Club members and report any concerns they may have to a coach, committee member or the Child Protection Officer (CPO).
- Parents must recognise their child's efforts, improvement and successes in every form and encourage them to understand that although trying to win is important, that it isn't the be all and end all!

### **PARENTS/GUARDIANS OBLIGATIONS**

- The Parents warrant that the information provided on the Registration Form is accurate and up to date. It is the Parents/Guardians' responsibility to ensure that they update Pearl Gymnastics in writing of any change in medical conditions or contact details.
- It is the Parents/Guardians' responsibility to inform Pearl Gymnastics of any special medical conditions at the point of booking.
- Parents/Guardians agree to accept the sole responsibility for their child immediately before and after the end of the class. It is the Parent/Guardian responsibility to ensure their child's safety while in the changing rooms, toilets, reception and waiting areas as well as the safe entry of their child to the sports hall and vice versa.
- Parents/Guardians are responsible for bringing their child on time for the class. Warm up is essential part of the training and the child's potential absence from the first part of the lesson could result in injuries.
- Parents/Guardians take full responsibility for their children's personal belongings such as clothes, shoes and bags. Coaches and officials of Pearl Gymnastics are not held responsible for any damaged, lost or stolen items in the Studio or the facility.
- Parents/Guardians are advised to accept official judgments regarding their child's behaviour and development. Pearl Gymnastics strongly discourages challenging and arguing with club coaches and officials.
- Parents/Guardians' should not use personal phone numbers of coaches and staff.