

## **ROBIN HOOD CODE OF CONDUCT FOR COACHES, JUDGES, OFFICIALS AND VOLUNTEERS**

The essence of good ethical conduct and practice is summarized below. All coaches, judges, officials and volunteers must:-

1. Consider the well-being and safety of participants before the development of performance.
2. Develop an appropriate working relationship with performers based on mutual trust and respect.
3. Hold the appropriate valid qualifications and insurance cover.
4. Make sure that all activities are appropriate to age, ability and experience of those taking part and ensure that all participants are suitably prepared physically and mentally when learning new skills.
5. Display consistently high standards of behaviour and appearance, dressing suitably, removing jewellery and not using inappropriate language at any time whilst involved with club activities.
6. Never consume alcohol immediately before or during training or events.
7. Obtain prior agreement from the parent/guardian of performers before transporting them
8. Never have performers stay overnight at your home alone.
9. Never exert overdue influence over performers to obtain personal benefit or reward.
10. Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the BG Child protection procedures.
11. Never condone rule violations or use of prohibited substances.
12. Make sure that confidential information is not divulged unless with the express approval of the individual concerned.
13. Promote the positive aspects of the sport (e.g. fair play)
14. Encourage performers to value their performances and not just results.
15. Follow all guidelines laid down by BG and Robin Hood Gymnastics.
16. Do not use mobile telephones at any time during a coaching session.
17. Submit all timesheets promptly as late ones may not be processed

## **ROBIN HOOD CODE OF CONDUCT FOR GYMNASTS AND ALL USERS**

Robin Hood Gymnastics Club is fully committed to safe-guarding and promoting the well-being of all its members. The Club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Members are encouraged, therefore, to be open at all times and share any concerns or complaints that they may have about any aspect of the club with Rachel Griffiths (Club manager) or our appointed Welfare Officer.

As a member of Robin Hood Gymnastics you are expected to abide by the following club rules:-

1. All gymnasts must participate within the rules and respect coaches, judges and their decisions.
2. All gymnasts must respect opponents and fellow club members.
3. Gymnasts should keep to agreed timings for training and competitions or inform their coach if they are going to be delayed or absent.
4. Members must wear suitable attire for training and events as agreed with the coach. All long hair must be tied back and all body jewellery must be removed. The gymnast will not be allowed to participate while wearing jewellery no matter how recently the piercing took place and artificial nails must not be worn.
5. Members are required to look after the gym equipment and tidy up before and after training. Gymnasts **MUST NOT** use any equipment unless accompanied by an appropriate coach. We ask that all parents and gymnasts respect our Academy, and that outdoor shoes are not worn inside the gym, and that any rubbish is placed in the bins. Please report any issues to a coach.
6. Parents are required to accompany their children to and from the gymnasium; coaches will ensure safe dismissal of gymnasts to their parents. We would appreciate your child being collected promptly following their session.
7. No parents are allowed to be in the gymnasium during training sessions, unless invited by a coach, briefly to collect young children or at organised events (competitions, fundraising etc). Conversations with coaches should be kept until after the session is completed.
8. Members should bring any necessary personal equipment with them to training (floor music, hand guards) and have a suitable drink of water to last them the session.
9. Members must pay for any fees for training or events promptly.
10. It is the responsibility of the gymnasts and parents to check letters, notice boards, Facebook pages and the website. Information will be passed through these channels to avoid disturbing coaches.
11. Members must not smoke, consume alcohol or take drugs of any kind whilst representing the club at competitions or other events.
12. Members must inform the coach of any injuries or illness that they may have had before the warm-up begins.
13. Members must not eat or chew gum during a session except when having a break.
14. Members must not use bad language.
15. Members should remain with coaches at the end of a session until collected by their parent or guardian.
16. Members partaking in pre-school gymnastics are asked to ensure -
  - That your child arrives promptly for the start of their class, wearing soft trousers, shorts or leotards.
  - All long hair must be tied back and all jewellery removed. No child is permitted to participate while wearing jewellery no matter how recent the piercing, in line with British Gymnastics policy.

- No food or drink is allowed in the gymnasium but a water fountain is available.
- Please ensure that your child has visited the toilet before the start of their class.
- Please inform the coach at the beginning of the session if the usual person is not collecting your child.
- Please notify the coach of any special needs that your child may have.
- No photography or videoing is permitted during the session.

### **CHILD PROTECTION/VULNERABLE ADULTS POLICY AND PROCEDURES**

Robin Hood Gymnastics Club have adopted the BG safeguarding and protecting children and vulnerable adult's policy, with all coaches working towards this having attended recognised coaching courses, safeguarding and protecting children courses and completed a CRB. The club has also appointed welfare officers which have attended safeguarding and protecting children training and time to listen.

Coaches are trained to an appropriate level for the gymnasts they coach and will stay within the restriction of their qualification. They will also ensure a safe environment for the gymnast to train in, reducing the risk of injury to a minimum.

Robin Hood Gymnastics Club is committed to ensuring that those working with children and vulnerable adults adopt the best possible practice to ensure the health, safety and welfare of the participants and staff.

Robin Hood Gymnastics Club will endeavour to promote the highest standards of care for all members, staff and officials by:-

- The adoption of British Gymnastics Health, safety and welfare guidelines.
- The adoption of British Gymnastics guidelines for the protection of children and vulnerable adults.
- The appointment of a Welfare Officer to whom grievances or complaints can be made confidentially.
- Ensuring that coaches and officials have been screened to confirm their suitability to work with children. This will include criminal record disclosure if appropriate.
- Ensuring that the best coaching practice guidelines are followed at all times.
- Ensuring that grievances or complaints are dealt with promptly and in accordance with the grievance procedure.
- Ensuring that there are a minimum of two responsible adults at all training sessions.
- Ensuring that the participants and parents are aware of the purposes of videoing, filming or photography during training or events.
- Having a zero tolerance level of poor practice, bullying or any other potential form of abuse. Enforcing a strict code of conduct for all members, staff and coaches.
- Promoting the ongoing training and development of coaches both through British Gymnastics Coaching schemes, and in child protection training.

- The club encourages individuals from all communities to become involved in all levels of participation, coaching, officiating and management. All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability.

### EQUITY POLICY

Robin Hood Gymnastics Club has adopted the BG Equity policy and aims to provide gymnastics for all, offering pre-school gymnastics to elite level. At RHGC we offer opportunities in Women's, Men's, General, Pre-School, Adults, Dance, and Tumbling. The club encourages individuals from all communities to become involved in all levels of participation, coaching, officiating and management.

The club ensures that all coaches, staff members, committee members and club members adhere to the following principles:

1. All persons must respect the rights, dignity and worth of every human being
2. All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability.
3. An equal professional service will be provided for all participants and discrimination through race, gender or disability will not be tolerated. Sexual and racial harassment and discrimination is prohibited.
4. The equity policy will be enforced through the discipline procedures that are also in place to enforce the club codes of conduct.
5. Employers have an equal opportunity, anti-harassment and bullying policy in place.
6. Any complaints should be made via the welfare officers and will be investigated in a timely manner, with disciplinary procedures in place.

### SOCIAL MEDIA GUIDELINES

Nowadays the use of social media is everywhere and we should embrace it, however you should make sure this use is proactive and positive. At Robin Hood Gymnastics Club we take the misuse of social networks seriously. Anyone found misusing the social media will be dealt with immediately in the appropriate manner. In order to prevent misuse please take note of the current guidelines set by sporting governing bodies:

1. Do be yourself, but remember everyone can see you.
2. Do share your experiences and achievements but be responsible and honest.
3. Do not talk negatively about other competitors, coaches, clubs, countries or teams.
4. Do not forget who may be reading your profile, posts and comments.
5. Do not use derogatory or bad language.
6. Do not give out personal information; only make friends with people you know.

7. Do not link, view or add inappropriate content.
8. Remember pictures may be seen by everyone.
9. Think before you post, it is almost impossible to delete posts completely from the internet!
10. Finally report anything that concerns you.
11. No photos are allowed to be taken in the gym by parents, unless at organised events with BG permission.

For further information on social media guidelines, please see the British Gymnastics website.

### COMPETITION SQUADS

1. All gymnasts should attend training sessions 10 minutes before the start of their session. Pre-hab exercises and physiotherapy should be completed, as well as setting up for training.
2. Please allow 10-15 minutes after training for gymnasts to adequately condition, stretch and tidy the gym for other users.
3. All gymnasts must attend as often as possible; lack of commitment will hinder their progress. Gymnasts who miss regular training may be offered a more suitable group.
4. Parents are reminded that not all gymnasts will be champions, but all gymnasts can have a happy and successful career. Gymnasts develop at different rates. We offer suitable groups for all disciplines and abilities.
5. If a gymnast is injured for a sustained period of time the Club may offer reduced fees. Injured gymnasts may continue to work at the gym with careful management of their injury or may continue to work on other body parts.
6. The coaching team will decide the best path and training group for the gymnast. The Head Coach will make the final decision.
7. It is vital that every gymnast and parent follows these rules to ensure the gymnasts remain safe at all times. Failure to do so may result in you being asked to leave our gymnastics club.
8. Gymnasts are responsible for their own kit. They must wear club tracksuit for all training sessions that take place outside their own gym. They must always carry hand guards (including spares), straps, gloves, chalk and two copies of their floor music (Girls only) to all training sessions.

9. Gymnasts may need to keep records of their height and weight. This is very important in keeping track of potential dangers particularly due to growth spurts, where the body will need to be under reduced stress. Coaches can adapt a programme accordingly in these periods. If you have any concerns about your child's weight and height being monitored, or would like nutritional advice please speak to your child's Head Coach.
10. All gymnasts from an early age should be encouraged at home to adapt a healthy eating, sleeping and rest pattern.
11. All gymnasts will work towards County, Regional and National competitions. Gymnasts will be informed as to which competitions they will be expected to compete in. It is the parents responsibility to ensure they keep up to date with our website.
12. Controls will be held prior to a competition entry date. Gymnasts who are not fit or adequately prepared will not be entered. Once entered, they may still be withdrawn at any time. Gymnasts will pay their own entry fee. It is therefore important that once entries have gone they work hard towards achieving the required result.
13. The parent fund-raising committee may be asked to host several competitions at the Centre and everybody will be expected to help in some way. Events like this are very useful for raising funds.
14. Establishment in a squad requires hard work and dedication, gymnasts may be trialled at any time to ensure they are still in the most appropriate group to meet their gymnastic needs.

## DISCIPLINE

This policy addresses both the promotion of positive behaviour and our policy on rewards and sanctions with regard to behaviour of our gymnasts and wider community.

Everyone at RHGC has a part to play in the promotion of high standards of behaviour and conduct. It is important that there is a clear code of conduct reinforced by a balanced combination of rewards and consequences, within a safe, secure and positive environment.

We acknowledge that the vast majority of gymnasts and parents behaviour and conduct is appropriate, positive and supportive of RHGC staffs' work. However, it is important to make clear and explicit our expectations.

We regard behaviour and discipline to be a highly important aspect of a gymnast's attitude and character development. Good behaviour and discipline is crucial in maintaining the health and safety of all gym users.

Good behaviour should be promoted in a consistent way in order for all gym users to feel safe and secure, the Club to be orderly and to set the tone for positive relationships at RHGC. Behaviour, which in any way, disrupts training or creates a negative environment within the Club is unacceptable and, through the constant promotion of positive

behaviour, we seek to minimise, if not eliminate any such behaviour. This applies to all stakeholders e.g. gym users (gymnasts), staff, parents and carers and others.

### AIMS

- \* To promote an environment where we help our gymnasts' and gym users to control themselves and to learn that they are responsible for their own behaviour.
- \* To create a calm and ordered training environment.
- \* To encourage consideration for others by promoting respect, courtesy, tolerance, teamwork, trust and honesty within the wider community (including gymnasts, staff and parents).
- \* 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.

### ROLES AND RESPONSIBILITIES

We value each and every individual within our Club and encourage their contribution to shaping a welcoming, safe and fair environment for all. Adults are expected to be role models and therefore parents, staff and the wider community should also follow the code of conduct, to ensure harmonious relationships permeate through the Club.

Robin Hood coaches seek to create a positive environment with raises gymnasts' self-esteem and confidence. Therefore positive rewards are used. For RHGC to create and maintain a productive training environment, gym users must be aware of sanctions and to understand that for all actions there are consequences. RHGC uses a number of sanctions to enforce the behaviour expectations and code of conduct, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation. Sanctions will be used in a balanced way and will focus on the act and not the individual. Gymnasts 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 Code of Conducts. Parents should liaise with coaches regarding their child's needs and discuss which discipline and session is the most appropriate. Robin Hood coaches may suggest a child moves groups and/or discipline, to where it is most appropriate. We recognise that every child is unique and that poor behaviour may be exhibited for a variety of reasons. As such, Robin Hood 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.

### Robin Hood behaviour/discipline procedures

Gymnast's behaviour will be monitored during each session. Squad gymnasts, in particular, are expected to display a high standard of behaviour. For any members/visitors who break our code of conduct Robin Hood has a '**3 strike policy**' that can be viewed on our website.

### RHGC Compliments, Concerns & Complaints Procedure

If you have specific compliments/ concerns/ or complaints with respect to the activities of the club, in the first instance you should speak with your son/daughter's coach either before or after a training session.

Please do not attempt to engage the coaching staff during training sessions. In some cases it may not be possible to catch a coach before or after the session as they may have another session to

coach. In this case please go to Reception and complete a 'RHGC Meeting Request Form'. If reception is not open, there are forms on the wall that you can post into the letterbox. We will contact you by phone or email to confirm the meeting arrangements.

If after talking to the coach you remain unhappy with the response, please contact either the Head Coach or Club Directors. Thereafter, if the concerns have not been resolved to your satisfaction, it will be dealt with through the RHGC complaints procedure. Any complaints should be made in writing to Robin Hood Gymnastics Club's Board of Directors. Please note any formal communication with RHGC must come through our official channels - the club phone number: 0115 8374180 and email: [info@robinhoodgymnastics.co.uk](mailto:info@robinhoodgymnastics.co.uk).

Texting or calling of coach's personal numbers is discouraged and may be viewed as harassment. Inappropriate texting of coaches by gymnasts, parent/guardians or volunteers is taken very seriously by the club and may result in disciplinary action being taken. All official RHGC communications will be through official channels not from coach's personal phones.