



## **CODE OF CONDUCT FOR PARENTS AND GUARDIANS**

Parents and guardians are an integral part of the safe and smooth running of GymForce Gymnastics Club.

As a parent or guardian we ask that you:

- Children are the responsibility of their parents/guardians until handed over to the coach for their session. Please do not leave children unsupervised prior to the start of the class.
- Encourage your child to know the rules and participate within them.
- Never force your child to take part in sport nor belittle them for mistakes or poor performance.
- Where your child is representing at events or competitions, publicly accept officials' judgements, set a good example by applauding the good performances of all and encourage good sportsmanship.
- Help your child to recognise good performance, not just results.
- Always ensure your child is dressed appropriately for the activity and has plenty to drink.
- Keep the club informed of any injuries or illness that may affect their safe participation in the session.
- Fees for training or events must be paid promptly. Failure to do so will result in the gymnast being excluded from training and/or events e.g. competitions.
- Endeavour to establish and maintain good communications with the club.
- Share any concerns or complaints about any aspect of the club with the Club Manager: Bethan Longman or the Club Welfare Officer: Amy Davies (details on the safeguarding notice board in the waiting area).
- Behave respectfully to coaches, gymnasts and other parents using correct and appropriate language at all times.
- Always come into the waiting room to collect your child promptly at the end of each session. Children will be handed back by a coach at the end of the session. If you want your child to make their own way home, they must be at least 12 and your written consent must have been received or acknowledged via email by the Club Manager. In no circumstances will a child be allowed to leave alone.
- Support your child's involvement and help them to enjoy the sport.
- Never take photos or videos during training without the consent of the Head Coach. All photos and recorded images must only be for personal use and cannot be shared on social media without the consent of all parents of gymnasts who feature in the photo.
- Please do not enter the gym unless specifically requested to do so by the coach.
- Please leave the spectator areas clean and tidy – rubbish in the bin and toys/colouring put away.
- Please avoid any behaviour that could be perceived as intimidating. This includes threatening, bullying and bringing the club or its coaches into disrepute.
- If, for any reason, you need to contact a coach, please email [bethan@gymforce.co.uk](mailto:bethan@gymforce.co.uk) and your query will be passed on – please avoid messaging coaches via their own personal number or social media platforms.

**Failure to adhere to this requirements will result in parents being given a warning, before being asked to leave the waiting area. If continued warnings are received, parents will be prohibited from entering the building.**



## **CODE OF CONDUCT FOR PARTICIPANTS**

We are fully committed to safeguarding and promoting the well-being of all our athletes. The club believes that athletes, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, athletes are encouraged and asked to be open at all times and share any complaints or concerns they may have about any aspect of the club with Coaches and/or with the nominated Welfare Officer (details on the safeguarding notice board in the waiting area).

As a member of GymForce Gymnastics Club, you are expected to abide by the following club rules:

- All athletes are expected to participate within the rules and respect coaches and judges, and their decisions.
- All athletes must respect fellow club athletes and opponents when representing the club at competition.
- Athletes should wear suitable clothing for training and events. Long hair should be tied back and no jewellery must be worn unless ears are recently pierced in which case they should be taped and the coach should be informed.
- Athletes must not smoke, consume alcohol or take banned substances of any kind during training or when representing the club at competitions or events.
- Athletes should treat all equipment with respect.
- Athletes must inform the coach of any injuries or illnesses before warm-up begins.
- Athletes should inform the head coach of any long-term condition or disability that may affect their ability to safely participate in or access the sport in any way.
- Athletes should not eat or chew gum inside the gym, if gymnasts need a snack during longer sessions, they should do so in the changing area.
- Athletes must not use bad language.
- Athletes are not allowed to use mobile phones or recording equipment of any kind whilst in the gym without the permission of the Head Coach, this includes whilst representing the Club at competitions.
- Athletes should remain with coaches and/or receptionists at the end of a session until collected by their parent or guardian unless there is written consent in place allowing an athlete to make their own way home.
- Coaches should be able to coach safely and give equal attention to all gymnasts.
- Do not send friend requests/follow requests to coaches – this goes against our safeguarding procedures.

**Where the coach is concerned about ongoing poor behaviour which puts this expectation in jeopardy, parents or guardians will be informed and a gymnast may be asked to sit out for a period of time, or be removed from the session entirely. Our coaches will do everything to build positive relationships and encourage positive behaviour, however, if challenging behaviour is continually being displayed, as a last resort, the gymnast may be asked to leave GymForce Gymnastics Club.**



## **CODE OF CONDUCT FOR CLUB COACHES, OFFICIALS AND VOLUNTEERS**

The essence of good ethical conduct and practice is summarised below.

All Club Coaches, Officials and Volunteers must:

- 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.
- Make sure all activities are appropriate to the age, ability and experience of participants ensuring they are both physically and mentally prepared when learning new skills.
- Always coach within their qualification unless under the supervision of a senior coach.
- Display consistently high standards of behaviour and appearance, never be seated during training, dressing suitably and using appropriate language at all times whilst involved in club activities.
- Never consume alcohol immediately before or during training or events.
- Never exert undue influence over gymnasts to obtain personal benefit or reward.
- Always report incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the BG Child Protection Procedures and in the Inspire Child Protection Statement.
- Never condone rule violations or the use of prohibited substances.
- Make sure confidential information is not divulged unless with the express approval of the individual concern, or where an emergency requires details to be relayed to medical professionals for the protection and well-being of the gymnast.
- Promote fair play and the positive aspects of the sport.
- Encourage gymnasts to value their individual performances and not just their results in competition.
- Follow all guidance laid down by BG and GymForce Gymnastics Club.
- Refrain from speaking negatively about their colleagues in the presence of other coaches, gymnasts, parents, or in any public settings.
- Avoid communication with parents via your personal number or social media platforms, if a parent needs to make contact, they can email [bethan@gymforce.co.uk](mailto:bethan@gymforce.co.uk) and their query will be passed on.
- Do not accept or make friend/follow requests on social media with any gymnast under the age of 18, who you did not know prior to coaching, or any account affiliated with that gymnast.
- Ensure you treat all gymnasts in a fair and equitable manner. No gymnasts should be singled out for good or bad reasons. Buying gifts for gymnasts is strictly forbidden.

**If you, as a parent, are concerned that any of the coaches are not following the above Code of Conduct, please speak to Amy Davies, Welfare Officer (contact details on the safeguarding notice board in the waiting area). Any concerns around misconduct will be investigated by Amy Davies and/or Bethan Longman, and feedback will be given to those involved.**



## **CODE OF CONDUCT FOR RECEPTIONISTS**

The essence of good ethical conduct and practice is summarised below.

All Receptionists must:

- Consider the well-being and safety of participants at all times.
- Develop an appropriate working relationship with participants and parents based on mutual trust and respect.
- Carry out first aid (where necessary and if first aid trained) and complete the necessary paper work.
- Display consistently high standards of behaviour and appearance, dressing suitably and using appropriate language at all times whilst involved in club activities.
- Never consume alcohol immediately before, or whilst working in the reception area.
- Always report incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the BG Child Protection Procedures and in the Inspire Child Protection Statement.
- Make sure confidential information is not divulged unless with the express approval of the individual concern, or where an emergency requires details to be relayed to medical professionals for the protection and well-being of the gymnast.
- DO NOT ENTER THE GYM DURING TRAINING SESSIONS UNLESS:
  - You need to speak urgently to the Senior Coach;
  - A parent has asked for something e.g. a water bottle, to be passed to a gymnast;
  - A coach or senior coach has asked you to enter the gym;
  - This DOES NOT include, passing messages on to own children. New skills should be watched on the TV screens as with other parents in the waiting area.
- Refrain from speaking negatively about their colleagues in the presence of other coaches, gymnasts, parents, or in any public settings.
- Do not accept or make friend/follow requests on social media with any gymnast under the age of 18, who you did not know prior to coaching, or any account affiliated with that gymnast.
- Ensure you treat all gymnasts in a fair and equitable manner. No gymnasts should be singled out for good or bad reasons. Buying gifts for gymnasts is strictly forbidden.

**If you, as a parent, are concerned that any of the Receptionists are not following the above Code of Conduct, please speak to Amy Davies, Welfare Officer (contact details on the safeguarding notice board in the waiting area). Any concerns around misconduct will be investigated by Amy Davies and/or Bethan Longman, and feedback will be given to those involved.**

## **MONITORING**

The policy will be reviewed a year after development and every three years thereafter, or in the following circumstances:

- changes in legislation and/or government guidance;
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and British Gymnastics;
- As a result of any other significant change or event.