CODES OF CONDUCT

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

South Durham Gymnastics Club
Spennymoor Leisure Centre
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REVIEW PERIOD	REVIEW DATE	SIGNED
Issue Date	April 2023	Management
Review Date	October 2024	Management
Review Date	September 2025	Management
Review Date	May 2025	Management
Review Date	September 2026	Management

South Durham Gymnastics (SDG) & South Durham Gymnastics Club (SDG & SDGC) is fully committed to safeguarding and promoting the wellbeing of all its members.

Everyone at SDG & SDGC 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 Club, 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 Club with a member of the Management Team, or one of the Club Welfare Officers.

The primary aims of SDG & SDGC's **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

SDG & SDGC 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)
- Gymnast of the Month/Year awards

Unacceptable Behaviour

For SDG & SDGC 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.

SDG & SDGC will take all reasonable steps to prevent harassment related to protected characteristics. This includes taking reasonable steps to prevent such behaviour by third parties, including gym users, parents/carers, visitors, contractors and other people attending Club activities.

SDG & SDGC uses a number of sanctions to enforce behaviour expectations and **Codes of Conduct**, and to ensure a safe and positive learning environment. The Club 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 Conduct**. 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, SDG & SDGC 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.

GYMNASTS & GYM USERS

CODE OF CONDUCT

- Gymnasts must not change in the corridor outside of the Gymnastics Hall, they should use the changing rooms provided
- Shoes must be worn at all times outside of the Gymnastics Hall
- Shoes are not permitted in the Gymnastics Hall itself – they should be removed at the door and placed inside one of the wooden duckets inside of the gym
- The use of heelies, 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
- Excessive make up is not permitted
- 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)
- Gymnasts should arrive 5 minutes before 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 or events
- Gymnasts should come to training with a good, positive attitude, show respect to all coaches and other gym users, follow gym rules and set a good example to others in the gym
- Poor behaviour, swearing and disrespect are not tolerated at South Durham Gymnastics Club
- 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 of any injury, illness or other circumstances that may affect their ability to participate safely
- Children misbehaving, creating a distraction or being a risk to other gym users (or themselves) will be asked to sit out and 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, parents may be informed

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 prompt, parents informed (Discipline Procedure: Stage 1)
- Pending severity of incident(s), Welfare Officer informed, formal written warning issued, and gymnast placed on behaviour report (Discipline Procedure: Stage 2)

Serious:
Persistent breach of Club rules on three or more occasions, *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 Club Director or the Club Welfare Officer; formal written warning issued, and gymnast placed on behaviour report (Discipline Procedure: Stage 2)
- Depending on the severity and circumstances of incident(s), gymnast may be suspended (Discipline Procedure: Stage 3)

Very Serious:
Repeated unacceptable behaviour, or physical/verbal abuse directed at another child/coach or member of staff, serious bullying, discriminatory behaviour, threatening behaviour or serious inappropriate use of social media

- Dealt with by the coach at the time with support from a Club Director 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 Club (Discipline Procedure: Stage 3)
    - Advice may be sought from external groups as required

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, confidence, higher personal esteem, improved skill levels and enjoyment in the sport.

CODE OF CONDUCT

- Support your child's involvement and help them to enjoy the sport
- Demonstrate, in personal behaviour, that all members of the SDG & SDGC community should be treated with respect, always using appropriate language
- 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 & SDGC coaches in planning, preparing, and coaching your child
- Respect the decisions of coaches during sessions and avoid approaching or distracting coaches while they are coaching, unless there is an urgent reason to do so.
- Share any concerns or relevant information with the coach in charge of your child's session (e.g. illness or injury)
- 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 SDG & SDGC 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 before 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

ZERO TOLERANCE
In order to support a peaceful and safe coaching environment, SDG & SDGC does not tolerate:

- Disruptive behaviour from parents/carers which interferes or threatens to interfere with the operation of the gym floor, office, or other working areas of SDG & SDGC (including competitions and events)
- Interfering or distracting coaches/gymnasts whilst a session is in progress
- Loud or offensive language, swearing, cursing or displaying temper
- Threatening to harm a member of SDG & SDGC team, visitor, or another parent/carer or gym user
- Damaging or destroying SDG & SDGC property
- Sending abusive, threatening or inappropriate emails, text/voicemail/phone messages or other written communication/correspondence
- Defamatory, offensive, or derogatory, discriminatory or harassing comments regarding the Club or SDG & SDGC users/parents/staff/volunteers on social media sites or other public platforms
- The use of physical aggression towards another adult or child
- Any other form of harassment, including any sexualised comment, whether directed toward a member of staff, volunteer, gym user, parent/carer or visitor
- Chastising someone else's child
- Smoking (including e-cigarettes), or consuming alcohol or drugs on SDG/SDGC property

If any of these behaviours occur, SDG & SDGC reserve the right to contact the appropriate authorities and, if necessary, ban the offending adult from entering the premises. SDG & SDGC may also withdraw the membership of gymnasts if there are repeated behaviour and conduct issues, or an issue of a serious nature occurs.

STAFF, COACHES & VOLUNTEERS

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

CODE OF CONDUCT
South Durham Gymnastics Club expects all staff/volunteers to:

- Respect and uphold the ethos and expectations of SDG/SDGC
- Act as a positive role model and lead by example displaying consistently high standards of behaviour and appearance, including being disciplined, committed, and punctual.
- Demonstrate good coaching practice and provide motivation to all gymnasts and coaches
- Demonstrate, in personal behaviour, that all members of the SDG/SDGC community should be treated with respect
- 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
- 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
- Ensure the safety of all children by providing effective supervision, pre-planning coaching sessions, and always using safe methods.
- Treat all young people fairly and ensure they feel valued, with no favourites.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- 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
- Hold the appropriate valid DBS certificate if working closely with children, which must be renewed every 3 years.
- Deliver positive, progressive, fun, and safe sessions
- Ensure that no rough or dangerous play, bullying, or the use of inappropriate language occurs at any time.
- 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 Club's **Safeguarding Policy**
- In particular, any incident of sexual harassment, harassment related to a protected characteristic, or inappropriate behaviour by a gym user, parent/carer, visitor, contractor or other third party must be reported to the Management Team immediately. All concerns will be taken seriously, dealt with sensitively and investigated appropriately.
- Familiarise themselves with the **Club's Health, Safety, and Welfare Policy**, which outlines the full details of first aid procedures and emergency protocols.
- Report any safeguarding concerns, incidents, allegations, disclosures or poor practice immediately, following the procedures set out in the Club'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)
- Not communicate with young gymnasts through personal social media accounts or personal phone numbers. Communication with gymnasts should take place through approved Club channels and in line with the Club's Online Safety/Social Media Policy.
- Communicate with parents/guardians as required e.g., advising of an injury
- Staff and volunteers must not abuse members physically, emotionally, or sexually, and must adhere to safeguarding guidelines at all times.
- Fulfil the *Duty of Care* towards all participants and members of the Club

ZERO TOLERANCE

In order to support a peaceful and safe coaching environment, SDG & SDGC 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 SDG & SDGC (including competitions and events)
- Interfering or distracting others whilst working at SDG & SDGC, including in the office or on the gym floor
- Loud or offensive language, swearing, sexualised or discriminatory language, threatening, cursing or displaying temper
- Threatening to harm another member of SDG & SDGC team, visitor, parent/carer or gym user
- Damaging or destroying SDG & SDGC property
- Sending abusive, threatening or inappropriate emails, text/voicemail/phone messages or other written communication/correspondence
- Defamatory, abusive, threatening, discriminatory, offensive or derogatory comments regarding the Club or SDG & SDGC users/parents/staff/volunteers on social media sites or other public platforms
- The use of physical aggression towards another adult or child
- Smoking (including e-cigarettes), or consuming alcohol or drugs on SDG & SDGC property

If any of these behaviours occur, SDG & SDGC reserve the right to contact the appropriate authorities and, if necessary, ban the offending adult from entering the premises. SDG & SDGC will follow appropriate disciplinary procedures as outlined in the **Employee Handbook** 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:	Rebecca Armstrong
Date:	01 May 2025
Comments:	Staff Codes of conducted updated in line with IGA guidelines
Next Suggested Review Date:	May 2027

Reviewed By:	Rebecca Armstorng
Date:	26 September 2026
Comments:	Since SDG & SGDC have gone independent, the policies have been combined and references to IGA have been removed. Policy also reviewed by Greystone Legal.
Next Suggested Review Date:	September 2028

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