

City of Canterbury Rhythmic Gymnastics Club Policy

Code of Conduct – Parents and Guardians

By signing up and registering with CCRGC you agree to adhere to the following Code of conduct for Parents/Guardians.

Failure to adhere to any of the following would lead to disciplinary action as set out in this code.

1. **Respectful Behaviour:** Parents are expected to show model behaviour towards the coaches, judges, members of the committee, gymnasts, and other parents of the club. This includes being polite, courteous, and considerate in all interactions. Any disruptive behaviour will result in disciplinary action.
2. **Positive Support:** Encourage and support your child and all other gymnasts in their gymnastics training. Offer words of encouragement and celebrate their achievements.
3. **Punctuality:** Ensure your child arrives on time for trainings and competitions. Punctuality is essential for the smooth running of the club.
4. **Attendance:** Parents must ensure their child attends all scheduled trainings and competitions unless there are valid reasons for absence, communicated in advance to the coaching team.
5. **Effective Communication:** If you have any concerns or issues, communicate them with coaches or management committee in a respectful and timely manner. Open and honest communication is key to addressing any challenges that may arise.
 - 5.1. **Ways of Communicating -** please use appropriate email channels. The committee and/or coaches will respond in a timely manner, so please avoid chasing verbally, by phone or by text (including WhatsApp, messenger, Viber, SMS).
 - 5.3. **Personal phone numbers of coaches and committee members should not be used unless absolutely urgent and unavoidable.**
6. **Non-interference:** Parents/guardian should not interfere with the coaching or training process during trainings or competitions. Trust the expertise of the coaches and allow them to do their job without distractions.
7. **Sportsmanship:** Promote good sportsmanship and positive behaviour among your child and other gymnasts. Encourage fair play, respect for opponents, and graciousness in both victory and defeat. Parents should lead by example and promote good behaviour and kindness to all gymnasts.
8. **Respect for facilities and equipment:** Treat the facilities we use and equipment of the club with care and respect. Help maintain a clean and safe environment for gymnasts to enjoy.
9. **Supportive engagement:** Get involved in fundraising and volunteer efforts to support the club's activities and initiatives. Help with the setting up/clearing of mats and any other equipment in the trainings. Your participation can help strengthen the community and resources of the club.
10. **Illness/injury:** Parents must ensure their child is fit for training. Any child with a fever/ sickness must rest for 48 hours minimum before returning to training. Parents must inform the coach at the start of the training session if their child is suffering from an injury/ any pain/tiredness/ sickness.
11. **Gymnast's welfare:** Encourage your child to learn the policies, rules, and code of conduct for CCRGC and participate within them. Ensure that they know who the Child Welfare Officer is and how they can contact them. Talk to your child and make them aware that they have the right to be protected and free from harm. Always use correct and proper language.

12. Gymnast's welfare: Make your child aware that if they feel they are being bullied or if they are concerned about how their coach, official or another member of CCRGC is treating them, they can talk to their parents or the Welfare Officer without fear of getting into trouble. Please refer to our safeguarding policy.
13. Parents/Guardians agree to accept 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 training hall/dance studio and vice versa.
14. CCRGC Gymnasts are not allowed to join any other rhythmic gymnastics clubs, while registered with CCRGC. Any training outside of the club must be approved by the head coach and the 'training approval form' must be completed.
15. Gymnasts under the age of 16 must be collected from inside the hall- if the gymnast is to be picked up by someone different, you must inform the lead coach. This is a crucial step to guarantee the safety and security of your child. Gymnasts between the 16-18 will need written permission from parents to leave training unattended.
16. Financial Obligations: Parents are responsible for timely payment of all fees, including membership fees, training fees, competition fees and any equipment fees as set out in the Fess Terms and Conditions. Failure to meet financial obligations may result in the child's suspension from all activities.
17. Parents/Guardians must ensure that the information provided on the Registration Form is accurate and up to date. It is the Parents/Guardians' responsibility to ensure that they inform CCRGC in writing of any change in medical conditions or contact details.
18. Parents/Guardians take full responsibility for their children's personal belongings such as clothes, shoes, equipment and bags. Coaches and officials of CCRGC are not held responsible for any damaged, lost, or stolen items in the gym or the facility.
19. It is not acceptable to comment or pass judgment on other members (including their level of ability, squad place etc). CCRGC will give the opportunity for parents to ask for meetings with coaches to discuss their child's progression. Please do not approach coaches at the end of the class.
20. Parents cannot request coaches' phone numbers and personal email addresses, phone numbers of CCRGC competition officials will be given for competitions and events to be used in case of emergency only. Any communication with CCRGC coaches needs to be done by email.
21. Parents/Guardians should use social media and social means of communication (e.g., WhatsApp) in a positive and productive manner. Evidence of misconduct, negative behaviour, harassment or bullying in these areas, may result in your child losing their membership.
22. All competitions and events are by invitation only. The coaches will decide on competition participation, level, and frequency. In the event of no response to an invitation email, CCRGC will automatically assume that the gymnast will not take part in the activity/event.
23. Parents will be responsible for providing, in a reasonable time in advance, payments for entrance to competitions and possible travel expenses. Failure to do this will result in the withdrawal of the gymnast from the competition and might result in not confirming/inviting gymnasts to future events. Once confirming acceptance of participation in a competition and registration payments are made, there will be no refund in the case of withdrawal.
24. All parents/guardians have the responsibility of purchasing all equipment necessary to participate in the competition. This includes all apparatus, competition leotards, club tracksuit and other materials as directed by the Coaches.

25. Parents are not to approach Judges before, during or after competitions. Parents should discuss any issues directly with CCRGC Coaches. The CCRGC Coaches will make the decision as to if and how the issue will be addressed. The CCRGC Coach's decision on the course of action will be final. Failure to follow this policy may result in exclusion from any further competitions.
26. Parents are not allowed to film, voice record, or take photos of any trainings/ meetings at the club.

By adhering to these rules, parents can contribute to a positive and supportive environment for their child and other children's gymnastics journey.

Disciplinary Action

If any of the above code is breached, this will result in CCRGC taking disciplinary actions.

The 4 stages of disciplinary action are as follows:

1. Verbal warning - parent/guardian will be informed by the Chairperson that a breach was discovered/reported and requested to stop the behaviour causing the breach.
2. Written warning - if a second breach occurs, a written email will be sent from Chairperson, outlining the details of the breach, and requesting the parent to stop the behaviour causing the breach.
3. Suspension of parent/guardian and their gymnast/s from CCRGC – if a third breach occurs, then the parent/guardian and their gymnast/s will be suspended from the club, for a period which is considered sufficient to allow CCRGC time to further investigate the breach.

Suspension may or may not lead to termination of club membership. If the breach is considered to have significantly impacted the welfare, safety, or job of another parent/guardian, gymnast, coach or club member, the club membership will be terminated.

4. A fourth breach will automatically result in immediate termination of club membership.