

## City of Canterbury Rhythmic Gymnastics Club Policy

### Code of Conduct – Coaches and Volunteers

By signing an employment/consultants contract or accepting a volunteer position at CCRGC, you agree to adhere to the following Code of conduct for all coaches/volunteers.

At CCRGC we believe that all gymnasts have a right to be treated fairly and equally as a child, and to receive high quality coaching and advice regarding gymnastics. It is therefore imperative that all coaches adhere to this code of conduct.

Failure to adhere any of the following would lead to consequences depending on your type of contract (employment/consultant contract or volunteer agreement).

1. As a coach/volunteer it is your responsibility to make sure you keep up to date with your BG membership, coaching certificates/licences, DBS check and additional qualifications (e.g. First Aid, Equity, child protection). If additional training/renewal is required, please advise the club committee via email.
2. Lead coaches are expected to plan their sessions in advance of the month for the groups they coach. It is the lead coach's responsibility to pass this information to other coaches/volunteers.
3. As a coach/volunteer it is your responsibility to advise the lead coach of any activities you feel you cannot carry out, for whatever reason. You should notify the lead coach of any development training you would like to participate in.
4. Coaches will always take the register and note which gymnasts are present in their sessions/group. They must make gymnasts aware of fire evacuation procedures and keep the register with them if they are asked to evacuate the building. At the end of each month a complete register must be sent to the club secretary and treasurer to be kept on record.
5. Coaches/volunteers will arrive to prepare and set up, prior to the arrival of gymnasts. On the rare occasion where this is not possible the coach must try to get a message to either another coach of the session or a committee member.
6. Once coaches/volunteers have committed to training sessions/hours, they must honour this commitment. Where this is not possible, due to illness for example, they must contact the lead coach 4 hours before the start of the session, so alternative arrangements can be made. If they are the lead coach, they will forward the message.
7. The lead coach has overall responsibility for ALL gymnasts (under 18's), from parental drop off, until they are collected by parents or carers. The coach must wait with the gymnast until they are collected, preferably in a public area. It may be that in some situations the lead coach will delegate this task to the second coach, or committee member, but only where this adult is known to the child (e.g. not for recreational gymnasts).
8. The coach/volunteers will refer to gymnasts only by their names, or preferred names.
9. Coaches/volunteers will use suitable and appropriate language whilst in the gymnastic environment and in the company of gymnasts. This includes not swearing and being respectful in the way other gymnasts/coaches/clubs are discussed. Discussions about gymnasts between coaches must only take place in privacy and not where any gymnasts are present.
10. Coaches/volunteers will behave in a suitable and appropriate way whilst in the gymnastic environment and in the company of gymnasts. This includes being fully aware of where all gymnasts are at any given point.
11. Coaches/volunteers need to wear appropriate clothing, suitable for training sessions.

12. Coaches/volunteers should do their best to carry out tasks asked of them during the session. It is the coach's/volunteers' responsibility to ask for clarification if necessary.
13. Coaches must not contact any gymnasts under the age of 16 (16-18 with written parental consent). All communication must be made with the gymnast's parent/guardian through email.
14. Coaches must not follow/have any club gymnasts under the age of 18 on any social media platforms.
15. Coaches must consider the wellbeing and safety of the gymnast before the development of performance. They should follow all guidelines set down by British Gymnastics.
16. Coaches must develop an appropriate working relationship with gymnasts based on mutual trust and respect and encourage gymnasts to value their individual performances and not just their results in competition.
17. Coaches must ensure all activities are appropriate to the age, ability, and experience of gymnasts, ensuring they are both physically and mentally prepared when learning new skills.
18. Coaches must never exert undue influence over gymnasts to obtain personal benefit or reward and always promote fair play and the positive aspects of the sport.
19. Coaches are to provide a safe training environment for all gymnasts.
20. Coaches should coach every gymnast in the club equally and fairly.
21. Coaches must never allow gymnasts to leave the training areas without a responsible adult.
22. Coaches must make themselves known to parents, guardians, or carers of new gymnasts to ensure that gymnasts only leave the training venue with a known face.
23. Coaches must never give a gymnast a lift home unless another gymnast or adult is present and only with written parental consent.
24. Coaches must ensure that a qualified First Aider (usually a coach) must always be on site.
25. Coaches must never consume alcohol immediately before or during training, events, or competitions.
26. Coaches must always report incidents, referrals, or disclosures immediately, following the appropriate guidelines set out in the BG Child Protection Procedures. Any injuries which occur during training must be reported to the lead coach, noted in the first aid book, and discussed and signed by parent/guardian.
27. Coaches must ensure confidential information is not divulged unless given approval by the individual concerned, or an emergency requires details to be relayed to medical professionals or is required for the protection and wellbeing of the gymnast.
28. Coaches must maintain an understanding of Health and Safety issues. Report any possible hazards to the relevant Health and Safety Officer.
29. Coaches should take appropriate action if he or she reasonably suspects that a participant or groups of participants are being subjected to bullying in the gymnasium.
30. Coaches must take a report to the Welfare Officer if he or she has reasonable concerns that any child may be the victim of abuse.
31. Coaches should never encourage or condone gymnasts, volunteers, officials, or parents to violate the rules of the club or the sport and report any violations appropriately.
32. Coaches should always be publicly open when working with gymnasts. Coaches should avoid working alone and unobserved with an individual.
33. Coaches should take care when providing manual support, only BG advised techniques for spotting and handling should be used.
34. Coaches should not publicly criticise fellow coaches or other clubs in any branch of the media or to club members or parents.

35. Any conflict or disagreement between coaches should take place in private, not in front of members.
36. All matters concerning the business of the gym club should be always kept confidential and never shared/discussed with other club members, parents, or gymnasts.

We will always want our gymnasts to have a positive experience at CCRGC. However, on occasion, coaches may have to deal with behaviour that does not follow our Gymnasts' Code of Conduct. When this does happen, the club will always follow advice on safeguarding from its governing body, British Gymnastics. BG's policies are subject to annual review and as required by the relevant legislation, HM Government, NSPCC Child Protection in Sport Unit (CPSU), UK Sport and Home Country Sports Councils. Our club follows the NSPCC CPSU guidelines for Managing Challenging Behaviour.

Disciplinary actions will depend on type of contract/agreement and is set out as below depending on breach

