

1. Purpose of Policy

It is the goal of Eastern Gymnastics Club to provide a safe, secure and supportive environment for members. The Club values respect, honesty, responsibility and consideration to all participants.

2. Definition of Coverage

This policy applies to all club members and staff (paid and voluntary), at all training sessions and events, both on and off the premises.

3. Behaviour guidelines

- 3.1. We are responsible for our own actions
- 3.2. We respect each other
- 3.3. We try to be safe in all that we do
- 3.4. Honesty is the basis for all relationships and interactions
- 3.5. We will care for ourselves and those around us
- 3.6. We all abide by the rules

4. Positive Reinforcement

- 4.1. Staff are encouraged to:
 - a) Praise, reward and encourage good behaviour and effort
 - b) Set clear, firm limits and boundaries
 - c) Model appropriate behaviour
 - d) Modify activities to avoid behavioural problems before they occur
 - e) Listen to gymnasts and understand the effects of fear or stress
 - f) Provide alternatives for inappropriate behaviour
 - g) Ignore minor misbehaviour
 - h) Apply this policy consistently to all participants

5. Breaches of Behaviour Guidelines

- 5.1. If a gymnast breaches the guidelines, the following steps will be taken:
 - a) The coach will advise the gymnast to adopt more appropriate behaviour, including providing alternatives and explaining the logical consequences of their actions.
 - b) After a second instance during the same class, a verbal warning will be given to the gymnast of the consequences of any further problem behaviour. The gymnast will be reminded of the behaviour guidelines.
 - c) If the behaviour persists during the class, the coach may use a "Time out" of reasonable duration, during which time they may require the gymnast to sit out of the class, either at the side of the activity, or in the office. The gymnast's parent will be notified by the coach at the end of the class as to the problem behaviour.
 - d) Staff will document any situation which progresses past step 3. This will include a description of the problem, what provoked the problem and the corrective action taken. A form will be made available for this purpose.
- 5.2. If the same problem is repeated in three different classes within a term, staff may schedule a meeting that will include the gymnast, their parent(s), their coach and may include the Program and/or the Club Coordinator.
- 5.3. If a problem is ongoing and the gymnast continues to disrupt the class, the Club reserves the right to suspend the gymnast from the programme. In extreme cases, expulsion from the Club may be considered by the Committee.
- 5.4. If a gymnast's behaviour at any time is deemed to threaten the immediate safety of that gymnast, or others, the gymnast may be removed from the class immediately, parents may be notified and required to collect the gymnast at that time.
- 5.5. If a Club member, staff member, parent, or member of the public breaches the guidelines, the following may be used as a guide for action, however the discretion of the most senior staff member present must be used:
 - a) The person will be asked to adopt more appropriate behaviour

- b) Should this fail, or the behaviour is considered a threat to the safety of any person, the person may be asked to leave the premises
- 5.6. Any incident involving a serious or repeated breach of the guidelines by any person will be documented using a form provided for this purpose.

6. Corrective measures for problem behaviour:

- 6.1. We do not use physical methods of behaviour correction (such as hitting etc);
- 6.2. We do not shame, belittle, humiliate nor use profanity or sarcasm;
- 6.3. We do not deny rest or drink breaks; and
- 6.4. We do not leave any gymnast alone without supervision

7. Requirements & Responsibilities

7.1. Gymnasts

- a) are required to comply with this policy at all times.

7.2. Coaches

- a) are required to comply with this policy at all times.
- b) are responsible for managing gymnasts behaviour in accordance with the procedure outlined above, and for documenting ongoing problem behaviour and subsequent action taken.

7.3. Program Coordinators

- a) are responsible for ensuring records of disciplinary issues are kept
- b) are responsible for liaising between parents, coaches, gymnasts and the Club Coordinator if necessary.

7.4. Club Coordinator

- a) is required to file all documentation of behavioural incidents and ensure the clarity, availability and accessibility of the reporting mechanism.

7.5. Parents

- a) It is the parent's responsibility to alert the gymnast's coach to anything which could affect the gymnast's behaviour, such as recent illness, lack of sleep, exams, upcoming change of schools or similar.
- b) A written note hand delivered at the commencement of class is preferable.

8. Confidentiality and Reporting

- 8.1. The Club's staff responsible for implementing this policy will keep confidential the names and details relating to incidents unless disclosure is:
 - a) necessary as part of the disciplinary or corrective process
 - b) required by law