



# COMPANY POLICY

**TITLE: BEHAVIOUR MANAGEMENT POLICY**

<p><b>Purpose</b></p>	<p><b>STATEMENT OF COMMITMENT</b></p> <p>South Coast Gymnastics Academy Club is committed to treating all participants in gymnastics with respect and dignity.</p> <p>South Coast Gymnastics Academy is committed to providing an environment focused on the rights of young people to enjoy themselves and develop social and physical skills.</p> <p>South Coast Gymnastics Academy is committed to a gymnastics environment which is free of verbal and physical abuse.</p> <p>South Coast Gymnastics Academy is committed to providing a supportive environment for administrators, coaches, judges, members and volunteers to enable them to do their jobs.</p> <p><b>OBJECTIVES</b></p> <p>The objectives of South Coast Gymnastics Academy' Behaviour Management Policy are to:</p> <p>Provide a safe and enjoyable environment for young people, parents, administrators, coaches, judges and volunteers.</p> <p>Establish standards of behaviour expected of members.</p> <p>Establish a procedure for dealing with breaches of the codes of behaviour.</p> <p><b>POLICY COVERAGE</b></p>
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	<p>South Coast Gymnastics Academy Behaviour Management Policy covers all daily activities, competitions/events, Gymsport programs, membership programs and/or services governed by South Coast Gymnastics Academy Club.</p>
<p><b>Policy</b></p>	<p><b>POLICY APPLICATION</b></p> <p>The policy applies to all athletes and their parents, coaches, judges, employees, administrators, volunteers, and members of South Coast Gymnastics Academy Club. Adoption of this policy will ensure anyone who is found to be in breach of the codes of behavior or ethics are dealt with appropriately.</p> <p><b>ROLES AND RESPONSIBILITIES</b></p> <p><b>Coaches</b></p> <p>The role of coaches at South Coast Gymnastics Academy is to:</p> <ul style="list-style-type: none"> <li>• Prepare and conduct sessions based on sound coaching principles.</li> <li>• Develop the fundamental techniques of gymnastics.</li> <li>• Promote the principles and practices of the codes of behaviour.</li> <li>• Cater for varying levels of ability so that all young people get a fair go.</li> <li>• Provide equal opportunities for all participants.</li> <li>• Educate young people and parents on health and safety in sport.</li> <li>• Be a positive role model.</li> </ul> <p>The responsibility of coaches at South Coast Gymnastics Academy is to:</p> <ul style="list-style-type: none"> <li>• Become and remain accredited with the National Coaching Accreditation Scheme (NCAS).</li> <li>• Agree to abide by the South Coast Gymnastics Academy' coach code of behaviour and ethics.</li> <li>• Undergo a child protection check by the Commission for Children and Young People.</li> <li>• Set realistic standards and objectives for young people.</li> <li>• Provide a safe environment for training and competition.</li> <li>• Keep up-to-date with gymnastics coaching developments.</li> <li>• Enforce this Behaviour Management Policy.</li> </ul> <p><b>Parents/Guardians</b></p> <p>The role of parents/guardians at South Coast Gymnastics Academy is to:</p> <ul style="list-style-type: none"> <li>• Support and encourage their child to participate in gymnastics.</li> <li>• Allow their child to participate only if they are well and healthy.</li> <li>• Encourage their child to participate for the enjoyment of gymnastics.</li> <li>• Support their child to develop social and physical skills through gymnastics.</li> <li>• Promote and abide by the South Coast Gymnastics Academy' parent/guardian code of behaviour.</li> <li>• Be courteous when communicating with coaches, judges and administrators.</li> <li>• Be a positive role model.</li> </ul>

### **Judges**

The role of judges at South Coast Gymnastics Academy is to:

- Apply the rules of gymnastics in a competition situation.
- Promote and enforce the principles and practices of the codes of behaviour.
- Ensure the spirit of gymnastics is not lost by the strict application of rules.
- Be a good role model.

The responsibilities of judges at South Coast Gymnastics Academy is to:

- Become and remain accredited with the National Officials Accreditation Scheme (NOAS).
- Agree to abide by the South Coast Gymnastics Academy' judge's code of behaviour and ethics.
- Undergo a child protection check by the Commission for Children and Young People.
- Keep up-to-date with rule modifications.
- Keep informed of sound officiating principles that take account of young peoples growth and development.
- Be consistent, courteous and helpful to all participants.
- Discourage inappropriate behaviour.

### **Administrators**

The role of the administrator at South Coast Gymnastics Academy is to implement this policy by:

- Ensuring that everyone involved in gymnastics emphasises fair play, and not winning at all costs.
- Providing all members with a copy (or with access to) of this policy and other club information in an easy-to-read format.
- Ensuring that this policy and other club information is easily accessible to all members.
- Ensuring that all coaches and judges have the relevant accreditations and have undergone a child protection check by the Commission for Children and Young People.
- Providing education and training opportunities for parents, coaches, judges and volunteers.
- Helping coaches and judges highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- Implementing the procedure for dealing with breaches of the codes of behaviour.
- Ensuring that equipment, facilities and rules are safe and appropriate to the ability level of participants.
- Keeping informed of all gymnastics modifications, changes and requirements, and informing members including coaches and judges in a timely manner.
- Making it clear that abusing young members in any way is unacceptable and will result in disciplinary action.
- Respecting the rights, dignity and worth of every member regardless of their gender, ability, cultural background or religion.
- Agree to abide by the South Coast Gymnastics Academy' administrator's code of behaviour.
- Being a positive role model.

### **Gymnasts**

The role of Gymnasts at South Coast Gymnastics Academy is to:

- Agree to abide by the South Coast Gymnastics Academy' gymnast code of behaviour.
- Be courteous and cooperative when communicating with coaches, judges and administrators.
- Be a positive role model.

## **CODES OF BEHAVIOUR**

- All involved in South Coast Gymnastics Academy will abide by the codes of behaviour, which outlines the minimum standard of behaviour expected of members.
  - Coach Code of Behaviour – see Appendix 1
  - Parent/Guardian Code of Behaviour – see Appendix 2
  - Judge Code of Behaviour – see Appendix 3
  - Administrator's Code of Behaviour – see Appendix 4
  - Gymnast Code of Behaviour – see Appendix 5.
- Coaches and judges will also abide by the codes of ethics as endorsed by the National Coach Accreditation Scheme (NCAS), the National Officials Accreditation Scheme (NOAS) and adopted by South Coast Gymnastics Academy.
  - Coaches Code of Ethics– see Appendix 6.
  - Official's Code of Ethics – see Appendix 7.
- South Coast Gymnastics Academy will conduct information sessions to inform coaches, parents/guardians, judges, administrators and gymnasts of their roles, responsibilities and the codes of behaviour and ethics.
  - The information sessions will be a mandatory requirement in the registration process for all personnel. Attendance to be recorded.
  - Gymnasts, coaches, judges and administrators are required to attend an information session prior to signing the registration forms, or their employment agreement.
  - Separate sessions will be conducted for parents.

## **POLICY BREACHES AND CONSEQUENCES**

Disciplinary action will be taken by South Coast Gymnastics Academy against anyone who is found to be in breach of the codes of behaviour or ethics contained in this policy.

Disciplinary action will be administered in a three-phase education process designed to assist members with defining their role at South Coast Gymnastics Academy. The three phases dealing with breaches are designed to provide ample opportunity for correcting undesirable behaviour in a continual education process.

### **Phase one – Club to counsel member.**

Phase one applies to the first breach of a code of behaviour or ethics.

- The relevant personnel will provide South Coast Gymnastics Academy General Manager with an incident report (see Appendix 8) advising of a breach of a code.
- The General Manager will inform the offender in writing, detailing the breach and the consequences. A copy will be provided to the Board of Management to inform them that phase one has been initiated.
- Where the offender could not be identified, the General Manager will assume responsibility to identify parents and implement phase one.
- Club will contact the offender within five days of receiving the breach notice to arrange the counselling session. The aim of the session is to educate the offender about the behaviour permitted at South Coast Gymnastics Academy and to revisit the role of members. Offender will be informed of phases two and three.
- Parent may proceed to phase two at the discretion of South Coast Gymnastics Academy if breach of codes deemed to be a serious nature (For example, obscene language, threatening behaviour, any form of racial vilification or physical acts, harassment of a judge).

**Phase two – Parent suspended from attending games.**

Phase two applies to the second breach of a code of behaviour or ethics in a 12-month period.

- The relevant personnel will provide South Coast Gymnastics Academy General Manager with an incident report advising of a second breach of a code.
- The General Manager will inform the offender in writing, detailing the breach and the consequences. A copy will be provided to the Board of Management to inform them that phase two has been initiated.
- Club will contact the offender within five days of receiving the breach notice to confirm attendance at a role model training workshop. The aim of the training is to assist offenders define their role in gymnastics and be better role models. Offender will be informed of phase three.
- Offenders issued with a second breach notice must attend a role model training workshop conducted by South Coast Gymnastics Academy. These will be conducted on a monthly basis or a needs basis.
- Failure to attend the workshop will result in suspension of membership until training requirement met.

**Phase three – Membership removed.**

Phase three applies to the third breach of a code of behaviour or ethics in a 12-month period.

- The relevant personnel will provide South Coast Gymnastics Academy General Manager with an incident report advising of a third breach of a code.
- The Operational Team Manager will inform the offender in writing, detailing the breach and advising that club membership has been removed. A copy will be provided to the Operational Management Team to inform them that phase three has been initiated.
- Once membership has been removed the offender and the associated member will not be permitted to participate in any gymnastics affiliated with South Coast Gymnastics Academy.
- Member can apply to South Coast Gymnastics Academy for membership renewal at the start of the next year (or 6-12mths

	<p>period). Renewal will be at the discretion of South Coast Gymnastics Academy.</p> <p><b>Monitoring and reporting</b></p> <ul style="list-style-type: none"> <li>• The relevant personnel will provide all incident reports (see Appendix 8) to the Operational Team Manager on a weekly basis. The club administrator will provide a monthly summary sheet to the Operational Team Manager on the first Monday of every month using the template provided at Appendix 9.</li> </ul> <p>(Please note: SCGA should determine their own consequences for breaches, considering the nature of the breach, previous occurrences etc. Options may include apology, suspension, penalty systems, and/or education/counselling.)</p> <p><b>CONFIDENTIALITY</b></p> <p>The South Coast Gymnastics Academy management and officers responsible for implementing this Behaviour Management Policy will keep confidential the names and details related to breaches of the codes of behaviour and ethics unless disclosure is necessary as part of the disciplinary or corrective process</p>
<b>Responsibility</b>	

# Incident Report Form

## SOUTH COAST GYMNASTICS ACADEMY INCIDENT REPORT FORM

### 1. OFFENDER'S DETAILS

<b>2. Name:</b>	
<b>3. Club (if relevant):</b>	
<b>4. Team (if relevant):</b>	
<b>5. Address:</b>	
<b>6. Contact Number(s):</b>	

### 7. INCIDENT DETAILS

<b>8. Date of Incident:</b>	
<b>9. Time of Incident:</b>	
<b>10. Location/Venue:</b>	
<b>11. Which Code Was Breached:</b> <input type="checkbox"/> Code of Behaviour – Coach <input type="checkbox"/> Code of Behaviour – Judge <input type="checkbox"/> Code of Behaviour – Gymnast <input type="checkbox"/> Code of Behaviour – Parent/Guardian <input type="checkbox"/> Code of Ethics – Coach <input type="checkbox"/> Code of Ethics – Official <input type="checkbox"/> Code of Behaviour – Administrator	
<b>13. Brief Overview of the Incident:</b>  <i>Example: Mr Jo Gymnast was heard yelling loudly at the other competing gymnasts while watching his son participate at the South Coast Gymnastics Academy Championships.</i>	
<b>14. Steps Taken at the Time of the Incident to Correct the Behaviour:</b>  <i>Example: Mr Club Manager, who was present at the time, quietly advised Mr Gymnast that his behaviour was inappropriate and in breach of the club's behaviour management policy.</i>	

### 15. ACTION TAKEN

<b>16. Date:</b>	
<b>17. Time:</b>	

**18. Forum:**

*Example: Regular club meeting; special disciplinary hearing.*

**19. Details of Action Taken (as per Section 7 of Behaviour Management Policy)**

*Example: Mr Gymnast was advised he had committed a phase 1 breach of the Behaviour Management Policy. He was counselled about his actions by the club manager and advised that future breaches could result in him not being allowed to attend competitions.*

**20. Status:**

- Dealt with at organisation level
- Referred on to Gymnastics NSW

**22. Name of Delegated Officer:**

**23. Position:**

**24. Signature:**



# SOUTH COAST GYMNASTICS ACADEMY BREACH SUMMARY SHEET

1.1 Date of Incident	1.2 Name of Offender	1.3 Breach Code	1.4 Action Taken
<p><i>Example:</i> 28/10/06</p>	<p><i>Ms Jo Gymnast</i></p>	<p><input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/></p> <p>5</p> <p><input type="checkbox"/> 2 <input type="checkbox"/></p> <p>6</p> <p><input type="checkbox"/> 3 <input type="checkbox"/></p> <p>7</p> <p><input type="checkbox"/> 4</p>	<p><i>Mr Gymnast was counselled about his actions by the club manager and advised that future breaches could result in him not being allowed to attend competitions.</i></p>
		<p><input type="checkbox"/> 1 <input type="checkbox"/></p> <p>5</p> <p><input type="checkbox"/> 2 <input type="checkbox"/></p> <p>6</p> <p><input type="checkbox"/> 3 <input type="checkbox"/></p> <p>7</p> <p><input type="checkbox"/> 4</p>	
		<p><input type="checkbox"/> 1 <input type="checkbox"/></p> <p>5</p> <p><input type="checkbox"/> 2 <input type="checkbox"/></p> <p>6</p> <p><input type="checkbox"/> 3 <input type="checkbox"/></p> <p>7</p> <p><input type="checkbox"/> 4</p>	
		<p><input type="checkbox"/> 1 <input type="checkbox"/></p> <p>5</p> <p><input type="checkbox"/> 2 <input type="checkbox"/></p> <p>6</p> <p><input type="checkbox"/> 3 <input type="checkbox"/></p> <p>7</p> <p><input type="checkbox"/> 4</p>	
		<p><input type="checkbox"/> 1 <input type="checkbox"/></p> <p>5</p> <p><input type="checkbox"/> 2 <input type="checkbox"/></p> <p>6</p> <p><input type="checkbox"/> 3 <input type="checkbox"/></p> <p>7</p> <p><input type="checkbox"/> 4</p>	
<p>1.5 Name of Delegated Officer:</p>			

1.6 <i>Position:</i>	
1.7 <i>Signature:</i>	

### 1.8 Breach Codes

1. Code of Behaviour – Coach
2. Code of Behaviour – Parent/Guardian
3. Code of Behaviour – Judge
4. Code of Behaviour – Administrator
5. Code of Behaviour – Gymnast
6. Code of Ethics – Coach
7. Code of Ethics – Official

### ***POLICY VERSION AND REVISION INFORMATION***

Policy Authorised by: Liz Medway  
Title: Operational Team Manager

Original issue: 1/12/2009

Policy Maintained by: Shelly McGregor/Liz Medway  
Title: Operational Team Members  
Review date: End of each calendar year

Current version: 14

#### **Approved:**

**Liz Medway**  
Operational Team Manager