



# Gladstone Gymnastic Club Inc

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## BEHAVIOUR MANAGEMENT POLICY

Related Documents	GGC Member Protection Policy GQ Member Protection Policy Gymnastics Australia Coaches' Code of Ethics
Policy Date	October 2018
Date of Next Review	October 2021
Authorised by	President
Approved by	Adopted at Gladstone Gymnastic Club Committee Meeting Dated 25.10.18
Version	1.0
Responsible Officer	Human Resources Manager

\* The Gladstone Gymnastics Club Inc. will from here on in be referred to as GGC or 'The Club'.

### 1.0 PURPOSE:

This Policy aims to ensure our core values, good reputation and positive behaviours and attitudes are maintained. It assists us in ensuring that every person involved in our sport is treated with respect and dignity and is safe and protected from abuse. This policy also ensures that everyone involved in our sport is aware of his or her legal and ethical rights and responsibilities.

### 2.0 AIM OF POLICY:

This policy has been developed to ensure that our members are provided with a safe and respectful sporting environment whilst participating in activities run by this club. GGC is committed to providing a safe environment for children that is free from harassment and abuse for everyone and promotes respectful and positive behaviour and values.

This policy provides a code of conduct forming the basis of appropriate and ethical conduct which everyone must abide by. This is an essential part of our organisation's proactive and preventative approach to tackling inappropriate behavior and outlining the behaviours we want fostered within our great community Club.

The Management of this organisation is committed to ensuring that everyone associated with the Gladstone Gymnastics Club complies with this policy at all times.

### 3.0 SCOPE:

This policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- Individuals sitting on committees and sub-committees;
- Administrators, employees and volunteers;
- Coaches and assistant coaches;
- Gymnasts;
- Judges and other officials;
- Members, including life members;
- Member associations;

- Parents, guardians and spectators.

#### **4.0 POLICY REQUIREMENTS**

Gladstone Gymnastics Club requires every individual bound by this policy to:

- Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- Always place the safety and welfare of children above other considerations;
- Comply with Gladstone Gymnastics Club's constitution, rules and policies including the member protection policy;
- Operate within the rules and spirit of the sport;
- Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws;
- Refrain from any discriminatory practices on the basis of race, religion, ethnic background, or special ability/disability of gymnasts, physical appearance, sexual orientation or gender;
- Ensure that equal opportunities for participation in gymnastics are made available to all children, regardless of ability, size, shape, gender, age, disability or ethnic origin;
- Remember that as children participate for enjoyment, downplay the importance of awards;
- Be a positive role model and add to the positive culture of our community club;
- Understand the repercussions if you breach the Codes of Conduct;
- Be responsible and accountable for their conduct; and
- Abide by the relevant Role-Specific Codes of Conduct outlined in the attachments of this policy.

#### **5.0 CODES OF BEHAVIOUR:**

Refer Member Protection Policy and Attachments to this Policy.

#### **6.0 POLICY BREACHES AND CONSEQUENCES:**

It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have:

- Acted contrary to this policy;
- Breached the Code of Conduct and Role-Specific Codes of Conduct;
- Brought the sport and or GGC into disrepute;
- Failed to follow GGC policies and procedures for the protection, safety and welfare of children;
- Appointed or continued to appoint a person to a role that involves working with children and young people contrary to this policy;
- Discriminated against or harassed any person;
- Victimised another person for reporting a complaint;
- Engaged in a sexually inappropriate relationship with a person that the person supervises, or has influence, authority or power over;

- Disclosed to any unauthorised person or organisation any Gladstone Gymnastics Club information that is of a private, confidential or privileged nature;
- Made a complaint they knew to be untrue, vexatious, malicious or improper;
- Failed to comply with a penalty imposed after a finding that the individual or organisation has breached this policy;
- Failed to comply with a direction given to the individual or organisation during the discipline process.

If you believe a breach of this policy has occurred please discuss this with a coach, program Coordinator, Office Administrator, Human Resources Manager or a Committee Member. Breaches will be dealt with using the principles of procedural fairness in particular ensuring all relevant parties have the right of reply.

## 7.0 FORMS OF DISCIPLINE

If an individual to which this policy applies breaches this policy, one or more forms of discipline may be imposed. These may include (but are not limited to): making a verbal or written apology, paying a fine, being suspended, requested to avoid attending the Club and or certain events, issued with a written warning to their membership, termination of their membership or having a person's appointment or employment terminated.

The disciplinary action chosen will be based on the disciplinary guidelines and measures in the Gymnastics Queensland Member Protection Policy (<https://drive.google.com/file/d/0B6Q9Vs-Uy5VQVUJoV1NVV2g0NGs/view>). There is a list of options provided as possible suggestions and these will be reviewed in conjunction with the following extract in the GQ Member Protection Policy:

### *9.3 Factors to consider*

*The form of discipline to be imposed on an individual, club or organisation will depend on factors, such as:*

- *the nature and seriousness of the breach*
- *if the person knew, or should have known, that the behaviour was a breach of the policy*
- *the person's level of contrition*
- *the effect of the proposed disciplinary measures on the person, including any personal, professional or financial consequences*
- *if there have been any relevant prior warnings or disciplinary action*
- *the ability to enforce disciplinary measures if the person is a parent or spectator (even if they are bound by the policy)*
- *any other mitigating circumstances.*

Attachments: **ROLE-SPECIFIC CODES OF CONDUCT**

Attachment 1: Coach Code of Conduct

Attachment 2: Judges Code of Conduct

Attachment 3: Gymnast Code of Conduct

Attachment 4: Administrator Code of Conduct

Attachment 5: Committee Member Code of Conduct

Attachment 6: Parent/Guardian Code of Conduct

Attachment 7: Spectator Code of Conduct

Attachment 8: Employee Code of Conduct

## **ATTACHMENT 1 - COACHES CODE OF CONDUCT**

1. Abide by the Gymnastics Australia Coaches' Code of Ethics. [https://www.gymnastics.org.au/images/national/About\\_Us/By\\_laws\\_Policies\\_Tech\\_Regs/Coaches\\_Code\\_of\\_Ethics.pdf](https://www.gymnastics.org.au/images/national/About_Us/By_laws_Policies_Tech_Regs/Coaches_Code_of_Ethics.pdf)
2. Be reasonable in your demands on young gymnasts' time, energy and enthusiasm.
3. Ensure physical contact with gymnast's is appropriate and necessary for the gymnasts' skill development – ensure spotting is used only to facilitate learning or safe performance.
4. Encourage, by example, the removal of any form of personal abuse, harassment or inappropriate discrimination:
  - a. refrain from verbal, physical or emotional abuse (this includes using high repetitions of strength exercises as punishment)
  - b. refrain from any form of sexual harassment towards gymnasts and colleagues
  - c. refrain from using the influence of a coaching position to encourage inappropriate intimacy between coach and gymnast or between gymnasts
  - d. refrain from any discriminatory practices on the basis of race, religion, ethnic background, or special ability/disability of athletes
  - e. refrain from any form of harassment towards any stakeholder within our gym.
5. Remember that children participate for fun and enjoyment and that winning is only part of their motivation. Always use praise to affirm the children, mistakes and losses are inevitable and are not a reason to ridicule a child.
6. Refrain from being alone with any gymnast. Always ensure two responsible adults are always present if left to care for a gymnast.
7. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the gymnasts.
8. The scheduling and length of practice times and competition should take into consideration the maturity level of gymnasts.
9. Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches.
10. Follow the advice of a physician when determining when an injured gymnast is ready to recommence training.
11. Be aware of the role of the coach as an educator. As well as imparting knowledge and skills, promote desirable personal and social behaviors.
12. Seek to keep abreast of changes in gymnastics; ensure that the information used is up to date, appropriate to the needs of gymnasts and takes account of the principles of growth and development of children.
13. Be alert to any forms of abuse towards gymnasts from other sources whilst they are in your care
14. Arrive ready for work no later than 10 minutes prior to the commencement of your lesson.

15. Commence classes on time and finish class at the scheduled time.
16. Inspect the apparatus prior to using it. Report any breakages or unsafe equipment to a Program Coordinator (WAG Coordinator; MAG Coordinator; Acro Coordinator or Club Administrator).
17. All coaches must wear their uniform while coaching. Refer to the Gladstone Gymnastics Club Uniform Policy.
18. Coaches must adopt an active work posture during classes. Coaches should remain alert and focus on their gymnasts ensuring safety is maintained at all times. Mobile phones are NOT to be brought onto the gymnasium floor during class.
19. Continually remain in the training area whilst gymnasts are on the apparatus. Keep an eye on the gymnasts at all times. Safety is the number one priority.
20. Develop respect and pride in the club and its facilities and members. Speak courteously to all other members, keep the club clean and put away all excess equipment when not in use.
21. Coaches are to ensure gymnasts pack away all equipment used at the conclusion of their class.
22. Be a positive role model and add to the positive culture of our community club.
23. Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct.

## **ATTACHMENT 2 - JUDGES CODE OF CONDUCT**

1. Interpret rules and regulations fairly and to the best of your abilities.
2. Be consistent, objective and courteous in calling all infractions.
3. Publicly encourage rule changes which will reinforce the principles of participation for fun and enjoyment.
4. Ensure that both on and off the gymnastics floor your behavior is consistent with the principles of good sportsmanship.
5. Make a personal commitment to keep yourself informed of any new or changing judging requirements and the principles of growth and development of children.
6. Help the education process in gymnastics. Judges can help gymnasts and coaches learn to maximise gymnast's potential by ensuring requirements are understood, and by encouraging good sportsmanship.

### **ATTACHMENT 3 - GYMNASTS CODE OF CONDUCT**

1. Play by the rules.
2. Apply yourself properly during each training session. Train to be the best you can be. Work equally hard for yourself and for your team.
3. Be a good sport. Acknowledge all good skills or routines whether they are by your team-mates or from other clubs.
4. Respect officials' decisions, making all appeals through the formal process and respecting the final decision.
5. Treat all other gymnasts as you would like to be treated. Do not interfere with, harass or take unfair advantage of another gymnast.
6. Co-operate with your coach, team-mates and opponents. Without them there would be no competition.
7. Train for the "fun of it" and not just to please parents or coaches.
8. Be prepared to lose sometimes. Everyone wins and loses at some time. Be a fair winner and good loser.
9. Avoid comparing yourself to other gymnasts. Recognise that each individual is on their own gymnastics journey and comparing yourself to others at times can be counterproductive.
10. Follow the instructions of your coach at all times and avoid back chatting or showing disrespect. Please question any instruction in a respectful manner and if you have a concern with an instruction you can speak to a Head Coach or the Club Administrator in a break or after class.
11. Be positive and encouraging to other gymnasts. When providing feedback to another gymnast always do so in an encouraging manner and in a way that is constructive and supportive.
12. Attend all training sessions required for your level.
13. Be punctual and organised for all training sessions. Be dressed appropriately for all training sessions.
14. Notify a coach immediately if you hurt yourself.
15. Share the responsibility with your parent / guardian of notifying your coach if you will be absent (school camps, holidays).
16. Use all equipment in a safe manner. Never use a piece of equipment or try to do any skill without being instructed to do so by a coach
17. Respect the equipment and tidy up after yourself, take pride in our gym by putting rubbish in the bin and packing equipment away after you have finished with it. When you move equipment make sure that it is left in a position that will not damage it.
18. Mobile phones are not to be used during training sessions. In the event of an emergency, please advise Office staff or a coach who will contact your parent or guardian.
19. If your parents are late picking you up, wait inside the foyer area for them to pick you up.



20. Demonstrate appropriate social behavior by not using foul language, harassing gymnasts, coaches or officials.
21. Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.
22. Be a positive role model and add to the positive culture of our community club.
23. Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct.

#### **ATTACHMENT 4 - ADMINISTRATORS CODE OF CONDUCT**

1. Where possible and relevant involve and consult with stakeholders in policy development, planning, and strategic decisions within the Club.
2. Ensure that equal opportunities for participation in gymnastics are made available to all children, regardless of ability, size, shape, gender, age, disability or ethnic origin.
3. Rules, equipment, length of competitions and training schedules should take into consideration the age, ability and maturity level of participating children.
4. Ensure that adequate supervision is provided by qualified and competent coaches and officials capable of developing appropriate sports behavior and skills.
5. Provide clinics aimed at improving the standards of coaching and officiating, with an emphasis on appropriate sports behavior and skills.
6. Never record a conversation with a minor unless prior consent from the parent / guardian.
7. Distribute codes of conduct brochures to spectators, officials, parents, coaches and gymnasts.

## **ATTACHMENT 5 – COMMITTEE MEMBER CODE OF CONDUCT**

A code of conduct for Committee Members provides ethical guidelines to which members shall adhere in the performance of their duties. Decision making and attitudes of the Committee should be guided by non-sexist, non-racist and non-party political principles.

The Committee will fulfill their responsibilities with integrity within the GGC Constitution and Policies and operate in a manner which promotes confidence from the public and membership in its deliberations. Adherence to the following principles will allow Committee members to pursue their governance mandate and foster harmonious relations between other Committee members.

1. Committee members shall attend and actively participate in Committee meetings, including voting on motions and recommend policy and other duties as prescribed.
2. Committee members have a responsibility to become conversant with GGC Inc. Constitution and Policies.
3. Committee members shall always conduct GGC business in a manner that does not conflict with the public interest, and treat individuals with dignity and respect.
4. No Committee member shall purport to speak on behalf of the Committee, unless they have the authority to do so.
5. Committee members are expected to fully support in public:
  - a) Committee decisions.
  - b) Coaches and Staff.
  - c) Individual Committee members and Association Delegates.This in no way inhibits a Committee member's right to debate policy or differing views of individual Committee members at Committee meetings.
6. Committee members shall recognise the principle of boardroom confidentiality.
7. Committee members shall not abuse their position to obtain advantage for themselves, family members or close associates, and/or demonstrate abuses of authority.
8. Committee members shall exercise reasonable care in all matters under consideration.
9. Prevent insolvent trading by the Incorporated Association.
10. Keep informed about the activities of the Incorporated Association and assess the safety and standard of business practices of management.
11. Maintain a familiarity with the financial status of the organisation by regularly reviewing the financial statements.
12. Make enquiry into matters revealed by the financial statements which call for enquiry.

13. Committee members shall refrain from engaging in conduct that would discredit and/or compromise the integrity of GGC including:
  - a) Neglect of duty.
  - b) Deceit.
  - c) Breach of confidence.
  - d) Corrupt practices.
  - e) Unlawful or unnecessary breaches of authority.
  
14. Committee members must disclose details of gifts received as a member of the Committee and it be given to the Club to use for the wider benefit of the Club or the Club be reimbursed for the value of the gift if retained by the recipient.
  
15. Committee members must declare any conflict of interest with respect to their fiduciary responsibilities.
  
16. Be a positive role model and add to the positive culture of our community club.
  
17. Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct.

## **ATTACHMENT 6 – PARENTS / GUARDIAN CODE OF BEHAVIOR**

As a parent/guardian of a gymnast/participant in any activity held by or under the auspices of Gymnastics Queensland, a member association or an affiliated club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the rights, dignity and worth of others.
2. Encourage children to participate if they are interested. If they are not, don't force them.
3. Focus on enjoying the sport, reducing the emphasis on winning or losing.
4. Teach children that an honest effort is as important as victory, so that the result of each competition is accepted without undue disappointment.
5. Never ridicule or yell at your child and other children for making a mistake or losing a competition.
6. Show appreciation for good performance and skillful plays by all gymnasts (including opposing gymnasts).
7. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as your words and actions are an example.
8. Respect officials' decisions and teach children to do likewise. Do not raise issues of disagreement publicly.
9. Do not physically or verbally abuse or harass anyone associated with the sport (gymnast, coach, judge, administrator or committee member).
10. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
11. Encourage children to always play by the rules.
12. Remember children are involved in sport for their enjoyment, not yours.
13. Do not criticise opposing team members or supporters by word or gesture. Do not criticise coaches or gymnasts (particularly whilst watching a competition). If you have a concern, make a time to see your coach, Program Coordinator or Club Administrator (do not approach a CAPS (Junior) Coach).
14. Set a good example by your own conduct, behavior and appearance.
15. Support all efforts to remove verbal and physical abuse from sporting activities.
16. When your child has entered the floor they are under the direction of the coach. Please refrain from attracting their attention until they have been dismissed at the end of the class. Gymnastics requires concentration and focus. Any distractions may increase the chance of injury.
17. In the event of an emergency, please advise or phone the Office who will inform your child's coach.

18. Ensure your child's punctuality to all training sessions. Please also ensure your child is promptly collected by a parent/guardian at the completion of training.
19. Please come into the club to collect your child after class. Children will be instructed to wait inside the foyer area within view of the office administration or coach.
20. Notify the Office or your coach if you need to remove your child from class early or if your child will be absent from training.
21. Be a positive role model and add to the positive culture of our community club.
22. Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct.

## **ATTACHMENT 7 - SPECTATORS CODE OF BEHAVIOR**

1. Remember children play sport for fun. They are not participating for the entertainment of spectators. They are not miniature professionals.
2. Applaud good performances from each team. Congratulate all gymnasts regardless of the outcome.
3. Respect the judge's decisions and scores.
4. Never ridicule or scold a child for making a mistake during competition. Be positive.
5. Condemn the use of violence in any form, be it by spectators, coaches or gymnasts.
6. Show respect for your team's opponents, without them, there would be no competition.
7. Encourage gymnasts to obey the rules and decisions of the officials.
8. Demonstrate appropriate social behavior by not using foul language, harassing gymnasts, coaches or officials.
9. Avoid use of derogatory language based on gender, race or impairment.
10. Do not criticize coaches or gymnasts or judges during events – be an ambassador for your club.
11. Never enter the floor unless directed by Head Coach / Floor Manager.
12. Do not video / photograph any of our gymnasts without direct consent from the gymnast's parent / guardian.

## **ATTACHMENT 8 – EMPLOYEE CODE OF BEHAVIOR**

As a paid staff member of Gladstone Gymnastics Club, you must meet the following requirements in regard to your conduct during daily activities:

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealing with others.
3. Be professional in, and accept responsibility for, your actions.
4. Make a commitment to providing quality service.
5. Be aware of, and maintain an uncompromising adherence to, Gladstone Gymnastics Club and Gymnastics Queensland's standards, rules, regulations and policies.
6. Operate within the rules of the sport including national and international guidelines which govern Gymnastics Queensland and its' Members.
7. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
8. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
9. Refrain from any form of harassment of others.
10. Refrain from any behaviour that may bring the sport of Gymnastics, Gladstone Gymnastics Club and its' Members into disrepute.
11. Provide a safe environment for the conduct of the activity.
13. Be a positive role model and add to the positive culture of our community club.
14. Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct.