

Harlequin School of Gymnastics

GUIDELINES for PARENTS, GUARDIANS & VISITORS

As part of the club's protection policies for children and vulnerable adults we kindly request that all non-members on club premises adhere to the following rules and procedures

- Please do not enter the main gymnastics unless specifically requested to do so by a coach. There are viewing windows in the main corridor and in the small waiting area to the left of the main doors. Alternatively, there is seating in the main reception area where the CCTV shows the gym if you wish to watch.
- If your child is being collected by someone who does not normally pick them up, please make sure the coach in charge of the session is aware of this.
- No photography or video recording equipment including photo and video imaging phones may be used during any training sessions.
- Please ensure that your child is aware of and abides by the *Gymnasts Code of Conduct* (displayed on the notice boards)
- Please avoid any behaviour that could be interpreted as intimidating, this includes threatening, bullying, trying to gain an unfair advantage and public disparagement of club members/coaches
- If you wish to raise a concern about any aspect of the club procedures or regarding a specific incident, please contact the Welfare Officers

Dawn Thurgood, Natalie Stringer or Kelly Billington (*contact details on the notice board behind reception*)

Harlequin School of Gymnastics

CODE of CONDUCT

PARENTS & GUARDIANS

- Support your child's involvement and help them to enjoy their sport
- Always ensure your child is dressed appropriately for their activity
- Keep the club informed if your child is ill or unable to attend sessions
- Share any concerns or complaints about any aspect of the club through the approved channels
- Use correct and proper language always
- Always collect your child promptly at the end of a session
- Always collect from inside the gym, DO NOT wait outside in the car park
- Please do not send an older sibling to collect. It should be either the parent/guardian
- Never force your child to take part in sport
- Ensuring your child's Membership and Insurance to the club is paid in full, within two sessions of receiving the following forms via email and register on the British Gymnastics site.
- Payment sessions to be paid monthly on the 1st of every month in advance, failure to do so will incur £5.00 charge per week.

Harlequin School of Gymnastics

CODE of CONDUCT

For Parents and Participants in COMPETITIONS

We are fully committed to safeguarding and promoting the well-being of all our members. Coaches, administrators and parents associated with the club should, always, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times, and share any concerns or complaints that they may have, about any aspect of the club with either Dawn Thurgood, Natalie Stringer or Kelly Billington (contact details on notice boards)

As a member of Harlequin School of Gymnastics, you are expected to abide by the following club rules;

- Encourage your child to learn the rules and participate within them
- All members must participate within the rules and respect coaches, Judges and their decisions.
- All members must respect opponents and fellow club members.
- Help your child to recognise good performance, not just results
- Set a good example by recognising good sportsmanship and applauding the good performances of all
- Use correct and proper language at all times
- Never punish or belittle a child for poor performance or making mistakes.
- Members should keep to agreed timings for training and competitions or inform their coach if they are going to be late.
- Members must wear suitable attire for training and events as agreed with the coach. Keep long hair tied up and remove all body jewellery.
- Discourage challenging / arguing with officials
- Publicly accept official's judgements
- Endeavour to establish good communications with the club, coaches and officials for the benefit of all
- Members must pay any fees for training or events promptly.

Harlequin School of Gymnastics

MORAL AND ETHIC ISSUES

Harlequin has adopted the British Gymnastics policies relating to:-

- Equal opportunities
- Code of Ethics and Code of Conduct
- Protecting the participant in Gymnastics / Trampolining / Acro / Tumbling

All coaches and participants are expected to adhere to this always. Coaches and helpers will be suitably screened to ensure they are suitable to work with children. Coaches are also required to follow Good, Safe Coaching practice at all times.

The club will ensure that coaches are suitably trained, qualified and undertake their coaching duties responsibly.

Harlequin School of Gymnastics

Children and Vulnerable Adults Protection Policy

Harlequin gymnastics club strives to ensure that children and vulnerable adults are protected and safe from harm whilst practising gymnastics, trampolining, tumbling and Acro. We endeavour to promote the highest standards of care for participants and willingly accept responsibility for:

- A duty of care for all children and vulnerable adults whilst they are on the premises
- Specifically, appointed and trained staff members for the role of Welfare Officer (contact details displayed on notices boards) these people are available as a confidential and accessible route for people to voice their concerns or allegations regarding issues of protection and Welfare.
- Dealing with all issues of protection and welfare sensitively, swiftly and confidently.
- Enforcing a Code of Conduct for all members, backed up by a Disciplinary Policy (both documents are displayed on the notice board)
- Operating a strict coaches code of conduct and employee disciplinary procedure
- Carefully recruiting coaches and ensuring that they hold both valid training qualifications, and certification from the DBS indicating their suitability to work with children.
- Promoting the ongoing training and development of coaches both through the British Gymnastics Coaching Schemes, and in child protection training.
- Ensuring that situations do not arise where a child is alone and unobserved with a coach/adult either on the premises, or during travel to a competition. At all times on site children will work in groups or with other coaches and children in the gym. Visits off-site, where it is necessary for children to travel with a coach, where possible, more than one adult will attend the trip, where this is not possible the children will not travel unless with written permission of the parents/guardians.

Harlequin School of Gymnastics

CODE of CONDUCT

COACHES, OFFICIALS & VOLUNTEERS

The essence of good ethical conduct and praise is summarised below
All Coaches, Officials and Volunteers must

- Consider the well-being of participants before the development of performance
- Develop an appropriate working relationship with performers based on a mutual trust and respect
- Hold the appropriate, valid qualifications and insurance cover
- Make sure all activities are appropriate to the age, ability and experience of all those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills.
- Display consistently high standards of behaviours and appearance, dressing suitable and not using inappropriate language at any time whilst involved in the club activities.
- Never consume alcohol immediately before or during training or events
- Obtain prior agreement from the parent/guardian of performers before transporting them anywhere (training/competitions)
- Never have performers stay overnight at your home
- Never exert undue influence over performers to obtain personal benefit or reward.
- Always report any incidents, referrals or disclosures immediately, following appropriate guidelines set out in the BG Child Protection Policy
- Never condone rule violations or use of prohibited substances
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned
- Promote the positive aspect of the sport (e.g Fair Play)
- Encourage performers to value their performance and not just results
- Follow all guidelines laid down by British Gymnastics and Harlequin Gym Club.

Harlequin School of Gymnastics

CODE of CONDUCT

SQUAD GYMNASTS

- Always arrive on time ready for gymnastics and be prepared to learn
- Respect other gymnastics and coaches within the gym
- Follow all rules set out with regard to safety in the gym
- Listen to instructions from your coach enabling you to progress correctly and respecting your coach's decision
- You must not use derogatory language of any kind towards fellow gymnasts and coaches at any time.
- Share and concern may have with your coach or Welfare Officer
- Treat all equipment with respect
- You must inform the coach of any injuries or illness or concerns before the warm-up begins
- You must wear suitable attire for training, long hair tied up, No Jewellery
- You should take training seriously and not mess around. You are in a squad for a reason and you should perform everything to the best of your ability every session. Any concerns that your coach may have concerning your approach to your training will be discussed with you first. Further concerns will be discussed with your parents/carers before deciding upon a suitable course of action.
- All Squad gymnasts must recognise that a squad place is based upon your ability, behaviour and approach to your development and is subject to continual review, with the outcome of removal from the squad.
- You must understand that a place in a competition squad involves a commitment to participate in any competitions that your coach has deemed suitable for you.

As a Squad gymnast understand and respect the Code of Code

Gymnasts Name :Gymnasts signature :-

Parents signature :

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CODE of CONDUCT

RECREATIONAL GYMNASTS

- Always arrive on time ready for gymnastics and be prepared to learn
- You must wear suitable attire for training, long hair tied up, No Jewellery
- Warm up's are very important and children must all join in
- You must inform the coach of any injuries or illness or concerns before the warm-up begins
- Respect other gymnastics and coaches within the gym
- Follow all rules set out with regard to safety in the gym
- Listen to instructions from your coach enabling you to progress correctly
- Bad behaviour will not be tolerated and could result in removal from your class
- Use correct and appropriate language always
- Treat all equipment with respect
- You must remain with coaches at the end of a session until collected by your parent/guardian
- You should take training seriously and not mess around
- Share and concern may have with your coach or Welfare Officer

EMERGENCY PROCEDURE

In the event of a fire or any other emergency you must:

- Leave the building by the nearest exit
- Do not stop to collect personal belongings
- Do not try and retrieve your child from their class, coaches will escort them out safety
- Go immediately and report to the assembly point, which is the grassed area to the right of Harlequin (*Corner of large car park*)
- Do not re-enter the building until you are told that it is safe to do so by the Head Coach.

Fire Drills are done on regular basis for the Coaches to keep up to date with the fire procedures. Children are reminded to listen for the Bell and when they hear, they must stop, and line up to then be escorted out by the nearest exit.