

BULMERSHE GYMNASTICS CLUB

CODE OF CONDUCT

Coaches, Officials & Volunteers

The code of conduct within Bulmershe Gymnastics Club is based upon the principles of openness, honesty, mutual trust and respect for others, together with an active partnership between the club and the parents/guardians of gymnasts. The safety and welfare of all participants must be the priority of all staff: the Club operates a Safeguarding Children Policy in line with British Gymnastics guidelines, which all staff are expected to abide by.

Coaches, Officials and Volunteers are in a privileged position with regard to confidential information about other club members and must adhere to the principles of the Data Protection Act 1998. All such information, together with any opinions expressed, must be treated with sensitivity, discretion and respect, and never disclosed to a third party nor discussed or alluded to openly.

In order to ensure that the Club is a safe, secure and happy environment, all coaches, coach helpers, club officials and volunteers must observe the following code of good practice:

- Make gymnastics fun and enjoyable for all participants and promote fair play and team work
- Treat everyone equally and with respect and dignity
- Consider the well being and safety of participants before the development of performance
- Build balanced working relationships based on openness, honesty, 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 those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills
- Work in an open environment – avoid situations where a coach and an individual child cannot be observed
- Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved with club activities
- Never consume alcohol immediately before or during training or events
- Keep mobile phones for emergency use only. Never call or message for other purposes during training sessions
- Check the well being of a gymnast at the start of every training session
- Ensure gymnasts are delivered into the care of their parents/guardians at the end of every training session
- Keep up to date with technical skills and knowledge and never exceed the level of competence and qualifications

- Obtain prior consent, preferably in writing, from parents/guardians before transporting gymnasts anywhere (training/competitions)
- Never communicate directly with an individual gymnast through text, internet chat rooms, social networks (including Facebook, Twitter, Facetime, etc) or by email or Skype.
- Never have gymnasts stay overnight at your home.
- Never exert undue influence over performers to obtain personal benefit or reward
- Always give enthusiastic and constructive feedback
- Encourage gymnasts to value their performance and not just results
- Always report any incidents, referrals or disclosures on Safeguarding issues immediately, following the appropriate British Gymnastics guidelines
- Never condone rule violations or use of prohibited substances
- Observe all British Gymnastics guidelines on manual support of gymnasts and explain them to gymnasts and their parents/guardians
- Involve parents/guardians by giving regular feedback on gymnasts' progress
- Keep accurate and up-to-date records and record all accidents/incidents in the appropriate book(s), together with any subsequent treatment or action.
- Obtain written consent from parents/guardians to act *in loco parentis* and, if the need arises, to administer emergency first aid and/or other medical treatment.
- Check all gymnastics kit and equipment frequently for signs of wear and tear
- Follow all guidelines for good practice laid down by British Gymnastics and Bulmershe Gymnastics Club
- Report any concerns or worries or causes for complaint, to the squad coach or coach in charge of your coaching sessions, in the first instance, then to the Head of Coaching and finally – in writing – to the Chairman of Bulmershe Gymnastics Club
- Report any concern over the welfare of a gymnast or other coach, immediately to the Club's Welfare Officer