



Behaviour Management Policy

The purpose of this policy is to have some clear rules and procedures around coach and gymnast behaviour inside the Club. It is also the responsibility of the coaches and gymnasts to follow this.

The Etiquette for Coaches section outlines what the Club deems as appropriate behaviours.

The Etiquette for Gymnasts section outlines what the Club deems as appropriate behaviours.

Purpose

The purpose of this document is to guide the coaches of competitive gymnasts at Waitakere Gymnastics Club on the appropriate guidelines of behaviour and conduct, general, training and competition etiquette, interaction, communication, attendance requirements, gymnast behaviour policy and how to deal with breaches of the policy.

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Version Reference

5th July, 2016 – Policy Creation – Version 1

8th July, 2016 – Revision – Version 2

13th August, 2018 – Revision – Version 3

Etiquette for Coaches – GENERAL

1. All coaches should show respect for all gymnasts, parents and colleagues. This includes positive coaching, listening, being courteous and respectful at all times.
2. Respect the rights dignity and worth of every person regardless of their genera, ability, cultural background or religion.
3. Recognise that physical, sexual or verbal abuse, bullying, tormenting or ridicule is unacceptable behaviour by any coach.
4. Treat all participants as you like to be treated
5. Do not bully or take unfair advantage of any gymnast

Etiquette for Coaches – TRAINING

1. Provide positive feedback that will enhance the child's learning.
2. Set high standards of personal behaviour for your gymnasts to follow
3. Act professionally at all times.
4. Demonstrate model behaviour at all times around gymnasts and also with colleagues.
5. Support and be present at all times with all gymnasts during warm up, apparatus work and conditioning (no sitting and watching).
6. Validate gymnasts on their achievements
7. Provide an appropriate accolade for successes
8. Show understanding with all gymnasts. Take on board their concerns and fears and create achievable goals for individuals
9. Place the well-being and safety of the gymnast above development of skills and performance.
10. No bad language should be directed in jest or otherwise to any other staff member or gymnast.

Additional Rules

1. Arrive on time and allow time for set up and preparation of classes.
2. No cell phones are to be taken onto the gym floor under any circumstances. The use of cell phones on the gym floor is disrespectful to the entire squad.
3. No food or drink is allowed on the floor in the gymnasium under any circumstances.
4. There is to be no eating in front of gymnasts during training.
5. Always wear appropriate coach uniform.
6. Refrain from leaving the gym floor and/or leaving gymnasts unattended for breaks in coach's room. Gymnasts should not be left alone during training.

Etiquette for Coaches – COMPETITIONS

NOTE: Gymnasts will only compete at un-sanctioned and sanctioned competitions, if their coach/es feel they are ready and able to complete all skills required of the STEP/LEVEL. The coaches/es have full discretion as to whether they put forward the gymnasts for competition and if applicable, what team they will be entered under.

If the coach/es feel the gymnast is unsafe in their skills or if they feel the gymnast is not at a level where the coach feels they are not mentally or physically ready to compete, they will discuss their decision with the gymnasts and parent prior to the competition enrolment. Parents and gymnasts must accept the coach/es decision, move toward the next competition goal and continue training with a positive attitude with the new goal in mind.

1. Ensure you have gymnast's music and cards
2. Check in with competition personnel if required.
3. Ensure all gymnasts are in attendance and are in the right uniform.
4. Accompany and provide instruction to gymnasts during warm up.
5. Provide positive reinforcement and support prior to the competition commencing.
6. Show model behaviour throughout the competition.
7. Do not show negative emotions at gymnasts who do not complete skills or fall at comps.
8. Coach must be present when gymnasts are warming up or competing on all apparatus to ensure their safety.
9. Do not react negatively to poor scores. Respect the judge's decision at all times. If there is any query on scoring, approaching the judging panel must be done as per competition standards and in a professional manner.
10. Do not undermine the judges in front of competing gymnasts.
11. If there is an injury to any gymnast follow correct procedure as dictated by the competition control judge.
12. Be present for prize giving if possible.

Reporting Injuries

Document any injuries of gymnasts during training or competitions by completing a Club accident report form, noting the time, place, a brief description of the injury and how it occurred and what treatment was applied. Give report to the Club Manager to follow up.

Etiquette for GYMNASTS – General

1. All gymnasts should show respect for all staff including full and part time coaches and office staff. This also includes members of the Committee. This involves listening, being courteous and respectful and following instruction of staff, officials and administrators.
2. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
3. Gymnasts should show appreciation to other gymnasts, coaches, the competition director and anyone else who helped support them during the competition.
4. Recognise that physical, sexual or verbal abuse, bullying, tormenting or ridicule is unacceptable behaviour by a gymnast.
5. Be a good sport. Applaud good work whether it is done by your fellow gym mates or other competitors.
6. Treat all participants in your sport, be it fellow team member or coach, as you like to be treated.
7. Do not bully or take unfair advantage of another gymnast.

Etiquette for Gymnasts – TRAINING

1. Listen to your coach carefully. The coach is there to assist you.
2. A positive “go for it” attitude must be presented at all times.
3. Gymnasts should demonstrate high work ethics and attempt all suggested exercises with a “can do” attitude.
4. Do not give up or become discouraged with unable to complete a task or skill.
5. Gymnasts cannot be negative in their efforts in learning new skills. This will not only have a poor impact on learning, but will also affect other team members.

This may involve:

- a) Discussing what they cannot do with team members
 - b) Crying and displaying uncontrolled emotions
6. All gymnasts should be supportive and sensitive to their team mates and other members of the gymnastics program.
 7. A general respect for the Club’s equipment must be shown at all times
 8. Treat all participants in your sport, be it fellow team member or coach, as you would like to be treated.
 9. All gymnast must participate within the rules and respect the coaches and their decisions.
 10. Thank your coach after each session.

Attendance at Training

1. The competitive gymnast is expected to attend training sessions, as a minimum, unless the gymnast is unwell or injured and unable to train.
2. Non-attendance at training requires notification to the Club/coach prior to the session.
3. If a gymnast is injured, then attendance at training is still expected. There are often many areas that a gymnast can work on whilst avoiding the injured body part. In fact, there can often be significant gains made during an injury, and it can be an opportunity to develop / focus on weaknesses.
4. The athletes must be in the sight and care of the coaching staff at all times and should remain inside the gym until a parent/caregiver picks up the gymnast.

Additional Training Rules

1. No cell phones are to be taken onto the gym floor under any circumstances. The use of cell phones on the gym floor is disrespectful to the coach and the entire squad.
2. No food or drink is allowed on the floor in the gymnasium under any circumstances.
3. All gymnasts must wear correct training attire. Leotards and tight fitting clothes. No socks.

Etiquette for Gymnasts – COMPETITIONS

NOTE: Gymnasts will only compete at un-sanctioned and sanctioned competitions, if their coach/es feel they are ready and able to complete all skills required of the STEP/LEVEL. The coaches/es have full discretion as to whether they put forward the gymnasts for competition and if applicable, what team they will be entered under.

If the coach/es feel the gymnast is unsafe in their skills or if they feel the gymnast is not at a level where the coach feels they are not mentally or physically ready to compete, they will discuss their decision with the gymnasts and parent prior to the competition enrolment. Parents and gymnasts must accept the coach/es decision, move toward the next competition goal and continue training with a positive attitude with the new goal in mind.

1. Participate in competitions for your own enjoyment and benefit, not just to please parents and coaches.
2. Wear your competition leotard and tracksuit. Appropriate hair attire is at the coach's discretion and in most cases will be co-ordinated prior to the event.
3. When in competition, present yourself on march out as a proud member of our Club.
4. Always present properly to the judges at the event and go immediately to the event coach for instruction.
5. Do not leave the competition floor for any reason without coach approval.
6. Do your best at competitions, even after a lapse in performance. Support yourself.
7. Accept the judge's decision.
8. Cheer on your team members and support their achievements.
9. Respect other Club's property, staff and gymnasts.
10. Do not speak negatively about our Club. If you have an issue with the Club, feel free to speak to a Club representative, outside of the competition.
11. No cell phones are to be taken onto the gym floor under any circumstances. The use of cell phones on the gym floor is disrespectful to the coach and the host.
12. No food or drink is allowed on the floor in the gymnasium under any circumstances.

Inappropriate Behaviour – COACHES

The following list outlines what is deemed to be inappropriate behaviour:

1. A constant negative attitude towards other coaches or gymnasts during training
2. Talking negatively about other gymnasts or coaches.
3. Being unwilling to complete a task.
4. Shouting at other coaches or gymnasts
5. Damaging equipment
6. Punching or hitting equipment in anger or frustration
7. Swearing or use of bad language
8. Taking undue risks with gymnast safety.

Inappropriate Behaviour – GYMNASTS

The following list outlines what is deemed to be inappropriate behaviour:

1. A constant negative attitude towards coaches or other gymnasts during training
2. Talking negatively about other gymnasts or coaches.
3. Talking back to the coach.
4. Being unwilling to complete a task.
5. Shouting at the coach or other gymnasts
6. Damaging equipment
7. Punching or hitting equipment in anger or frustration
8. Swearing or use of bad language
9. Performing unsafe skills

Additional Information:

1. The athletes must be in the sight and care of the coaching staff at all times.
2. Misbehaviour should be dealt with in a positive proactive way. Little will be gained from punishment without explanation and understanding, however a long drawn out discussion in front of other gymnasts should be avoided.
3. Inappropriate behaviour is different to gymnast mistakes. Mistakes are an expect part of training and learning new skills. They must be encouraged to take risks and understand that mistakes should be understood and correct with the coaches help. There must be no punishment associated with mistakes.
4. Punishment is not to be dealt out to the gymnast by the coach in the form of extra strength or conditioning. This is clearly against a positive coaching environment and can be counter-productive.
5. Clear documentation of ongoing poor behaviour must be maintained in the Incident Log Book.
6. Staff members are reminded to create a positive, healthy climate in which to learn. It is the responsibility of the coach to create this and develop this with their gymnast.

Process to Deal with Breaches of the Policy or Inappropriate Behaviour - COACH

Should the behaviour of a coach be inappropriate please inform the Club Manager.

1. Outline the nature of the inappropriate behaviour.
2. When did this occur?
3. What were the circumstances leading up to the incident?
4. Has there be other instances?
5. Who was involved

The Club Manager will inform the Committee of the breach of policy or inappropriate behaviour.

The Club Manager and Committee will investigate the incident.

A meeting between coach, parent and/or gymnast will be scheduled to discuss the issue if necessary.

During the behaviour management process, you must conduct yourself professionally at all times and continue to coach all gymnasts to a high standard.

For a serious breach or inappropriate behaviour; action as outlined in the Employment Contract will be undertaken.

Process to Deal with Breaches of the Policy or Inappropriate Behaviour - GYMNAST

Should the behaviour of a gymnast be inappropriate, please perform the following steps in sequence:

1. Calmly but firmly, give a short explanation of what behaviour is deemed as inappropriate and move the gymnast on to a positive task.
2. If the gymnast displays a second instance of inappropriate behaviour – explain to the gymnast the behaviours / actions that were inappropriate. This should be done in a reasonable timeframe. Refrains from a long drawn out discussion about the issue. If necessary, take the gymnast aside for a short discussion. Give the gymnast a warning that if the behaviour/breach continues that a 15 minute “time away/time out” will be enforced so the coach can continue training other gymnasts without delay.
3. If a third instance occurs, take the gymnast aside and calmly but firmly inform them of the third strike. Enforce the 15 minute “time away/time-out”. The gymnasts must stay in the gym but remain in the gymnast locker area or upstairs on the mezzanine. Under no circumstances should the gymnast be asked to leave the gym or wait upstairs. Ensure the gymnast understands that the behaviour that was inappropriate.
4. All the gymnast to return to training after the 15-minute time limit. Reinforce that the inappropriate behaviour is not acceptable but ask them to join the group with a positive attitude and have ready some workable activities without further penalty or visible negativity.
5. Repeat if necessary.
6. After training, and if applicable, inform the parent of the breaches of the behaviour and inform the gymnast and the parents that the incidents will be documented.
7. Note the incident in the Incident Log Book. Report the incident to your direct manager.

The Club Manager will inform the Committee of the breach. In some cases, this may also involve direct communication with coach and the parent.

If the Committee receives three incident reports of inappropriate behaviour breaches by the same gymnasts, the gymnast will be placed on a Behavioural Management Plan.

This involves a disciplinary meeting between parents, coaching staff and Committee representatives. The discipline plan will be developed with the Committee, coaching staff, gymnast and parent.

In extreme or chronic ongoing circumstances, the Club may take disciplinary action where the gymnast may be required to permanently leave the club.

During the behaviour management process, you must conduct yourself professionally at all times and continue to coach all gymnasts to a high standard.

Behaviour Management Declaration

All incidents, documentation, and meetings are treated as strictly confidential and are not discussed with parties who aren't directly involved.

All notes from any meetings will be made available to all parties.

Declaration

I

Understand the Club's requirements with regard to etiquette and behaviour and the steps required to manage inappropriate behaviour.

I agree to abide by these rules and policies.

Signed:

Date:

Committee Representative/s:

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Date: