

# BEHAVIOUR MANAGEMENT PROCEDURE

**PROCEDURE NAME:** Sparta Gymnastics Behaviour Management Procedure

**DATE OF ISSUE:** January 2023

**DATE OF REVIEW:** January 2024

**CONTROLLING BODY:** Sparta Gymnastics – Managing Director

## STATEMENT OF COMMITMENT

Sparta Gymnastics Club is committed to treating all participants in gymnastics with respect and dignity.

Sparta Gymnastics is committed to providing an environment focused on the rights of young people to enjoy themselves and develop social and physical skills.

Sparta Gymnastics is committed to a gymnastics environment that is free of verbal and physical abuse.

Sparta Gymnastics is committed to providing a supportive environment for administrators, coaches, judges, and volunteers to enable them to do their jobs.

## OBJECTIVES

The objectives of Sparta Gymnastics' Behaviour Management Procedure are to:

- Provide a safe and enjoyable environment for young people, parents, administrators, coaches, judges, and volunteers.
- Establish standards of behaviour expected of members.
- Establish a procedure for dealing with breaches of the codes of behaviour.

## PROCEDURE COVERAGE

Sparta Gymnastics Behaviour Management Procedure covers all daily activities, competitions/events, Gymsport programs, membership programs, and/or services governed by Sparta Gymnastics Club.

## PROCEDURE APPLICATION

The procedure applies to all athletes and their parents, coaches, judges, employees, administrators, volunteers, and members of Sparta Gymnastics Club. Adoption of this

procedure will ensure anyone who is found to be in breach of the codes of behaviour or ethics is dealt with appropriately.

## **ROLES AND RESPONSIBILITIES**

### **Coaches**

The role of coaches at Sparta Gymnastics is to:

- Prepare and conduct sessions based on sound coaching principles.
- Develop the fundamental techniques of gymnastics.
- Promote the principles and practices of the codes of behaviour.
- Cater for varying levels of ability so that all young people get a fair go.
- Provide equal opportunities for all participants.
- Educate young people and parents on health and safety in sport.
- Be a positive role model.

The responsibility of coaches at Sparta Gymnastics is to:

- Become and remain accredited with the National Coaching Accreditation Scheme (NCAS).
- Agree to abide by Sparta Gymnastics' coach code of behaviour and ethics.
- Undergo a child protection check by the Commission for Children and Young People.
- Set realistic standards and objectives for young people.
- Provide a safe environment for training and competition.
- Keep up-to-date with gymnastics coaching developments.
- Enforce this Behaviour Management Procedure.

### **Parents/Guardians**

The role of parents/guardians at Sparta Gymnastics is to:

- Support and encourage their child to participate in gymnastics.
- Allow their child to participate only if they are well and healthy.
- Encourage their child to participate for the enjoyment of gymnastics.
- Support their child in developing social and physical skills through gymnastics.
- Promote and abide by Sparta Gymnastics' parent/guardian code of behaviour.
- Be courteous when communicating with coaches, judges, and administrators.
- Be a positive role model.

## Judges

The role of judges at Sparta Gymnastics 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 Sparta Gymnastics are to:

- Become and remain accredited with the National Officials Accreditation Scheme (NOAS).
- Agree to abide by the Sparta Gymnastics' 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 people's growth and development.
- Be consistent, courteous, and helpful to all participants.
- Discourage inappropriate behaviour.

## Administrators

The role of the administrator at Sparta Gymnastics is to implement this procedure 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) this procedure and other club information in an easy-to-read format.
- Ensuring that this procedure 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 Sparta Gymnastics' administrator's code of behaviour.
- Being a positive role model.

## **Gymnasts**

The role of Gymnasts at Sparta Gymnastics is to:

- Agree to abide by the Sparta Gymnastics' 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 Sparta Gymnastics will abide by the codes of behaviour, which outline 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
- Gymnast Code of Behaviour for School's Students – Appendix 10

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 JO Gymnastics.

- Coaches Code of Ethics – see Appendix 6
- Official's Code of Ethics – see Appendix 7

Sparta Gymnastics 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.

## **MONITORING AND REPORTING**

The relevant personnel will provide all incident reports (see Appendix 8) to the General Manager on a weekly basis. The club administrator will provide a monthly summary sheet to the General Manager on the first Monday of every month using the template provided at Appendix 9.

## **CONFIDENTIALITY**

The Sparta Gymnastics management and officers responsible for implementing this Behaviour Management Procedure 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.

## **PROCEDURE BREACHES AND CONSEQUENCES**

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

Disciplinary action will be administered in a three-phase education process designed to assist members with defining their role at Sparta Gymnastics. 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 Sparta Gymnastics 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 Managing Director 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.

The 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 Sparta Gymnastics and to revisit the role of members. The offender will be informed of phases two and three.

Parents may proceed to phase two at the discretion of Sparta Gymnastics if the breach of codes is deemed to be of 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 Sparta Gymnastics 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 Managing Director to inform them that phase two has been initiated.

The 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 in defining their role in gymnastics and being better role models. The offender will be informed of phase three.

Offenders issued with a second breach notice must attend a role model training workshop conducted by Sparta Gymnastics. These will be conducted on a monthly basis or a needs basis.

The workshop will be one hour long and must be attended by the person in breach of the procedure. Once the workshop is completed, the club will issue a statement confirming attendance.

Should the offender fail to attend the workshop, they will be suspended from attendance for a period of one month or until attendance has been completed. Failure to attend the workshop will result in automatic exclusion from the next competition or event.

### **Phase three – Removal from membership.**

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

The relevant personnel will provide Sparta Gymnastics General Manager with an incident report advising of a third 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 Managing Director to inform them that phase three has been initiated.

The offender will be advised in writing of their removal from membership. When a person is removed, the club will issue a refund of fees and will advise the person of their rights for reconsideration of membership.

The management committee will consider the individual's request for reinstatement and notify them of the decision. If reinstated, the individual must undertake the role model training workshop before returning to the club.

## **APPEAL PROCESS**

Any member wishing to appeal their removal from membership must do so in writing to the Managing Director within 14 days of receiving written notice of removal.

The appeal will be heard at a management meeting at which the Managing Director and other members of the management committee will be present. The member may be accompanied by another person. The member must present their case before the management committee.

The management committee will inform the member in writing of its decision within seven days.

## **APPENDICES**

### **APPENDIX 1: Coach Code of Behaviour**

#### **COACH CODE OF BEHAVIOUR**

In addition to Sparta Gymnastics General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned

by Sparta Gymnastics, Gymnastics VIC, Gymnastics Australia, or an affiliated club and in your role as a coach appointed by Sparta Gymnastics:

- Do not tolerate acts of aggression.
- Provide feedback to gymnasts and other participants in a manner sensitive to their needs. Avoid overly negative feedback.
- Recognise gymnasts' rights to consult with other coaches and advisers. Cooperate fully with other specialists (for example, sports scientists, doctors, and physiotherapists).
- Treat all gymnasts fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, and other conditions.
- Encourage and facilitate gymnasts' independence and responsibility for their own behaviour, performance, decisions, and actions.
- Involve gymnasts in decisions that affect them.
- Encourage gymnasts to respect one another and to expect respect for their worth as individuals, regardless of their level of participation.
- Ensure that the tasks and/or training set are suitable for the age, experience, ability, and physical and psychological conditions of the gymnasts.
- Ensure any physical contact with gymnasts is appropriate to the situation and necessary for the gymnast's skill development.
- Be acutely aware of the power that you as a coach develop with your gymnasts in the coaching relationship and avoid any sexual intimacy with gymnasts that could develop as a result.
- Avoid situations with your gymnasts that could be construed as compromising.
- Actively discourage the use of performance-enhancing drugs, and the use of alcohol, tobacco, and illegal substances.
- Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your gymnasts.
- Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
- Know and abide by rules, regulations, and standards, and encourage gymnasts to do likewise. Accept both the letter and the spirit of the rules.
- Be honest and ensure that qualifications are not misrepresented.

## **APPENDIX 2: Parent/Guardian Code of Behaviour**

### **PARENT/GUARDIAN CODE OF BEHAVIOUR**

As a parent/guardian of a participant in any activity held by or under the auspices of Sparta Gymnastics, Gymnastics VIC, Gymnastics Australia, or an affiliated club, you

must meet the following requirements in regard to your conduct during any such activity or event:

- Respect the rights, dignity, and worth of others.
- Remember that your child participates in sport for their own enjoyment, not yours.
- Focus on your child's efforts and performance rather than winning or losing.
- Never ridicule or yell at your child and other children for making a mistake or losing a competition.
- Show appreciation for good performance by all gymnasts, including gymnasts from other teams.
- 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.
- Respect officials' decisions and teach children to do likewise.
- Do not physically or verbally abuse or harass anyone associated with the sport (player, coach, judge, and so on).
- Respect the rights, dignity, and worth of every young person regardless of their gender, ability, cultural background, or religion.
- Strictly follow the club's classes observation rules and demonstration days.
- Be a positive role model.
- Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

### **APPENDIX 3: Judge Code of Behaviour**

#### **JUDGE CODE OF BEHAVIOUR**

In addition to Sparta Gymnastics General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Sparta Gymnastics, Gymnastics VIC, Gymnastics Australia, or an affiliated club and in your role as an official appointed by Sparta Gymnastics:

- Modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants.
- Be consistent, objective, and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Emphasise the spirit of the game rather than the errors.
- Encourage and promote rule changes that will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.

- Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Give all young people a 'fair go' regardless of their gender, ability, cultural background, or religion.

## **APPENDIX 4: Administrator's Code of Behaviour**

### **ADMINISTRATOR'S CODE OF BEHAVIOUR**

In addition to Sparta Gymnastics General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Sparta Gymnastics, Gymnastics VIC, Gymnastics Australia, or an affiliated club and in your role as an administrator appointed by Sparta Gymnastics:

- Involve young people in planning, leadership, evaluation, and decision-making related to the activity.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in sport, not just as a gymnast but as a coach, referee, administrator, etc.
- Ensure that rules, equipment, and training schedules are modified to suit the age, ability, and maturity level of young gymnasts.
- Provide quality supervision and instruction for junior gymnasts.
- Remember that young people participate for their enjoyment and benefit. Do not overemphasise awards.
- Help coaches and officials highlight appropriate behaviour and skill development and help improve the standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasises fair play, and not winning at all costs.
- Give a code of behaviour sheet to spectators, officials, parents, coaches, players, and the media, and encourage them to follow it.
- Set an example. Your behaviour and comments should be positive and supportive.
- Support the implementation of the Junior Sport Framework.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity, and worth of every young person regardless of their gender, ability, cultural background, or religion.

- Be a role model for gymnastics and act in a manner that does not negatively affect the image or reputation of Sparta Gymnastics and the sport of gymnastics generally.

## **APPENDIX 5: Gymnast Code of Behaviour**

### **PARTICIPANT CODE OF BEHAVIOUR**

In addition to Sparta Gymnastics General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Sparta Gymnastics, Gymnastics VIC, Gymnastics Australia, or an affiliated club and in your role as a participant in any activity held by or under the auspices of Sparta Gymnastics, Gymnastics VIC, Gymnastics Australia, or an affiliated club:

- Respect the rights, dignity, and worth of fellow gymnasts, coaches, officials, and spectators.
- Do not tolerate acts of aggression.
- Respect the talent, potential, and development of fellow gymnasts and competitors.
- Care for and respect the equipment provided to you as part of your program.
- Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
- At all times avoid intimate relationships with your coach.
- Conduct yourself in a professional manner relating to language, temper, and punctuality.
- Maintain high personal behaviour standards at all times.
- Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
- Be honest in your attitude and preparation for training. Work equally hard for yourself and your team.
- Cooperate with coaches and staff in the development of programs to adequately prepare you for competition at the highest level.

## **APPENDIX 6: Coaches Code of Ethics (NCAS)**

- Respect the rights, dignity, and worth of every human being.
- Ensure the athlete's time spent with you is a positive experience.
- Treat each athlete as an individual.
- Be fair, considerate, and honest with athletes.
- Be professional and accept responsibility for your actions.

- Make a commitment to providing quality service to your athletes.
- Operate within the rules and spirit of gymnastics.
- Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development.
- Refrain from any form of physical abuse towards your athletes.
- Refrain from any form of harassment towards your athletes.
- Provide a safe environment for training and competition.
- Show concern and caution towards sick and injured athletes.
- Be a positive role model for your sport and athletes.
- Adhere to the Australian Sports Commission's and Gymnastics Australia's Anti-Doping Policy.

#### APPENDIX 7: Official's Code of Ethics (NOAS)

- Place the safety and welfare of the participants above all else.
- Accept responsibility for all actions taken.
- Be impartial.
- Avoid any situation that may lead to a conflict of interest.
- Be courteous, respectful, and open to discussion and interaction.
- Value the individual in sport.
- Seek continual self-improvement through study, performance appraisal, and regular updating of competencies.
- Encourage inclusivity and access to all areas of officiating.
- Be a positive role model in behaviour and personal appearance.
- Do not harass athletes.
- Show concern and caution towards sick and injured athletes.

SPARTA GYMNASTICS INCIDENT REPORT FORM	
<b>OFFENDER'S DETAILS</b>	
Name:	
Club (if relevant):	
Team (if relevant):	
Address:	
Contact Number(s):	

<b>INCIDENT DETAILS</b>
Date of Incident:
Time of Incident:
Location/Venue:
Which Code Was Breached:
- Code of Behaviour – Coach <input type="checkbox"/>
- Code of Behaviour – Parent/Guardian
- Code of Behaviour – Judge <input type="checkbox"/>
- Code of Behaviour – Administrator
- Code of Behaviour – Gymnast <input type="checkbox"/>
- Code of Ethics – Coach
- Code of Ethics – Official
<b>Brief Overview of the Incident:</b>
Example: Mr. Jo Gymnast was heard yelling loudly at the other competing gymnasts while watching his son participate at the JO Gymnastics Championships.
<b>Steps Taken at the Time of the Incident to Correct the Behaviour:</b>
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 procedure.
<b>ACTION TAKEN</b>
Date:
Time:
Forum:
Example: Regular club meeting; special disciplinary hearing.
<b>Details of Action Taken (as per Section 7 of Behaviour Management Procedure):</b>
Example: Mr. Gymnast was advised he had committed a phase 1 breach of the Behaviour Management Procedure. 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.

**Status**

Dealt with at organisation level  
Referred on to Gymnastics VIC

**Name of Delegated**

**Officer: Serge Sharapayeu**

**Position:**

Director

**Signature:**

Serge Sharapayeu

