



## **CODE OF CONDUCT AND CLUB SAFETY RULES FOR ALL MEMBERS, STAFF AND VOLUNTEERS**

Hokitika Gymnastics is committed to each individual's experience, success and development within a caring, responsive, and safe environment. Hokitika Gymnastics works to ensure that all individuals have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with others in the club's community.

There are positive behaviours expected of individuals within the community. The below allows for club safety and also for expectations of appropriate behaviour.

Please sign and return or email to the club.

The Hokitika Gymnastics committee can be reached by email at: [hokitika.gymnastics@gmail.com](mailto:hokitika.gymnastics@gmail.com) the committee will endeavour to respond as soon as possible to your concerns.

### **General Behaviour:**

- Be aware of and obey all club policies and rules;
- Be punctual and ready to work efficiently;
- Attend trainings regularly;
- Gymnasts are asked to wear appropriate activewear and have long hair tied back.
- Gymnasts who are training for more than one hour to bring healthy snacks to class.
- All Gymnasts bring a water bottle to each class they are attending.
- Work cooperatively and diligently at training and/or in your workspace;
- Respect the rights of all persons within the Club including peers, staff and parents;
- Respect and take pride in the club's physical facilities;
- Respect the ethnic diversity of our club community;
- Behave in a safe and responsible manner at all times;
- Speak respectfully to each other – no use of profanity or speaking aggressively
- Refrain from any form of intimidation, harassment, discrimination, bullying\* and or abuse of others.

*\* Bullying includes but is not limited to physical or verbal intimidation, verbal harassment and cyberbullying , occurring on or off club property.*

- Not be in possession of, or under the influence of, drugs and/or alcohol.
- Gymnasts are to warm up and train without interfering with other Club members.
- Interference may be such behaviour as inconsiderate running through and into equipment areas, removing mats or equipment without the Coach's agreement, excessive noise or rowdiness. Running in the gym (unless under the instruction of the coach as a part of your programme) is not permitted at any time. All care is to be taken to avoid collision with another participant and/or equipment.
- Food is to be eaten in the seated area only, not on the equipment. Chewing gum is not allowed at any time on the premises.
- Gymnasts should tell their coach if they feel unsafe or unwell.

### **Coaches (in addition to above):**

- All coaches report to the head coach\*. Any concerns or questions relating to gymnasts, coaches, volunteers or other need to be discussed with the head coach\*.
- If coaches do not feel comfortable discussing any issue with the head coach\* they need to approach and discuss this with a committee member or by emailing the committee directly.
- Coaches are expected to submit session plans to the head coach\* prior to classes. The head coach\* is available to support coaches with these and provide resources to assist with ideas and techniques.
- Wear appropriate activewear and have long hair tied back.
- The committee are committed to ensuring your safety and the safety of the wider community, therefore the committee will organise your first aid, policy vetting, drug and alcohol testing, and ensure you have access to club policy and procedure. It is expected that coaches complete this in a timely manner and communicate effectively if there are delays.

*\*In the absence of a head coach all head coach responsibilities will be managed by the committee member holding the education profile, this may include a volunteer supporting the committee member in an operations liaison role.*

**Use of Equipment:**

- Coaches are to check for hazards at each equipment station and check that all equipment is safe for use prior to allowing gymnasts onto the equipment.
- Coaches should immediately cease use of equipment that is deemed unsafe and advise the head coach immediately.
- Coaches should ensure all necessary safety mats or spotting equipment (if required) is in place prior to allowing gymnasts onto the equipment.
- Gymnasts may only use the equipment during their scheduled session and under the supervision of a coach.
- Gymnasts are to check with their coach before going on equipment and are not to attempt any skill that they have not received the appropriate skill development for.
- Gymnasts are required to move/place/store equipment at the request of a coach.
- Coaches are to ensure equipment is put away in the correct place after each session or use.

**Use of the Hokitika Gymnastics Facilities:**

- Kitchen/Toilets/Changing Rooms – please report any hazards identified to the Coach onsite immediately, or email the committee if the Coach is unavailable.
- Kitchen – please ensure you clean up any dishes and or wipe up any spillages after use.
- Rubbish – like many schools, Hokitika Gymnastics has a no rubbish bin plan – members or users of the facility are asked to remove all rubbish when leaving the facility.
- Toilets/Changing Rooms – please respect these areas and keep them tidy. Should the toilet area need attention please alert the Coach that is on site and or email the committee.

Date:

Signed by Gymnast/Coach/Volunteer:

Signed by Parent/Caregiver: