



Parent / Guardian Code of Conduct

- Complete all club registration forms and keep details up to date.
- Pay fees promptly.
- Arrive at sessions on time and keep the club informed if your child is ill or unable to attend.
- Encourage your child to use the toilet prior to the session.
- Provide your child with a water bottle for the session.
- Make sure your child removes any jewellery and has their hair tied up.
- Bring your child in good health to participate in the session and make sure your child is wearing appropriate clothing.
- Encourage your child to learn the rules and abide by them.
- Help your child enjoy their sport and never force your child to take part. Be realistic above their ability and do not set your expectations too high.
- Discourage any comparisons with other children and never punish for poor performance or making mistakes. This is how they learn.
- Always collect your child on time after the session. Inform a member of staff if there is a possibility you will be late.
- Endeavour to have a good relationship and communication with the club and coaches.
- Use correct and proper language at all times within the club venue.
- Talk to staff about any concerns or complaints you have using the complaints procedure.
- Collect your child promptly at the end of the session.
- Always support your child's involvement at the club and help them enjoy this wonderful sport 😊
- Any concerns about child welfare, inside or outside the club, should be reported directly to the club welfare officer Kate Kiln on 07973 428380



COACHES / VOLUNTEERS CODE OF CONDUCT

- Arrive to sessions in time to be fully briefed by the lead coach on the session plan, wearing suitable attire.
- Please inform the coach if for any reason you are able to attend the session or you may be late.
- Always be engaged in helping with the activity. E.g for the warm up, correct any wrong positioning. Never coach sitting down (unless you have an injury.)
- Set up equipment in a safe and efficient manner and make sure you are happy with the safety of the equipment and venue before starting a session or taking your group on a piece of apparatus. Inform the club manager / coach in charge of the session if you have any concerns.
- Following a risk assessment of the area, constantly check mats / equipment to ensure that they haven't slipped or become loose and stop the activity should you see something unsafe.
- Always make sure there is adequate matting surrounding rebound apparatus particularly the airtrack and trampet.
- Build good relationships with the children, parents and other members of staff.
- Consider the safety and well-being of participants before the development of performance and ensure every gymnast is treated as an individual with realistic goals set for each one.
- Make sure you are teaching appropriate skills for age, ability, and experience and using relevant progression. Prepare the children physically and mentally for new skills.
- Always work within the boundary of your qualification.
- Be a good example for members of the club. Good attitude, appearance, behaviour and not using inappropriate language at any time during club activities. Develop an appropriate working relationship with gymnasts based on mutual respect and never abuse your authority as a coach.
- Praise participants for their efforts not just achievements and promote fair play within the sport. Never punish or demean a child for making mistakes, it is through mistakes that gymnasts learn.
- Attend training courses, gain appropriate qualifications and keep them valid. Always make sure you have appropriate insurance cover and DBS certificate.
- ALWAYS report any incident, referrals or disclosures immediately as per Safeguarding and Protecting Children Policy.
- Never use phones in session time. (Except for checking registers or speaking to emergency contacts.
- Food and drink must not be consumed in the gym, except for a sealed bottle of water.
- You must never be under the influence of alcohol while gymnasts are in your care and Springbox strictly condones the use of illegal substances.
- Ensure that the children leave the session feeling positive and promote the fun aspect of the club. Make it a great experience for them all and encourage the children to value their performance and progressions in the club.
- Report all accidents in the Accident book – ensure the lead coach is aware of any injuries and appropriate first aid is given.

- Ensure your timesheet is completed correctly by the end of each half term for us to make your payments. We do not pay via PAYE therefore coaches are responsible for any tax declaration (not applicable to school age helpers.)
- **SPRINGBOX GYMNASTICS CLUB HAS THE RIGHT TO ASK ANYONE COACHES WHO ARE NOT COMPLYING WITH THE CODE OF CONDUCT TO LEAVE THE CLUB.**