



Code of Conduct

The main objective of our Code of Conduct is to maintain responsible behaviour by participants in this club. The Code of Conduct applies:

- to everyone involved in the club, including committee members, administrators, coaches, officials (judges), gymnasts and parents.
- “anytime, anywhere”, including training at any location, club meetings, competitions, away trips, events organised or sanctioned by the club (or GNZ) and social media site(s) (eg Facebook).
- to any behaviour that brings or is likely to bring our club or sport into disrepute.

The Elements Rhythmic Gymnastics Inc. committee will:

- promote our Code of Conduct to everyone involved in our club.
- promote and model appropriate standards of behaviour at all times.
- respond to breaches or complaints made promptly, fairly, and confidentially (refer to the Complaints Procedure).
- review the Code of Conduct, as required.
- seek advice from, and if necessary or appropriate, refer serious issues to Gymnastics New Zealand.

Everyone associated with our club must:

- comply with the standards of behaviour outlined in our policy.
- treat others with respect.
- always place the safety and welfare of children above other considerations.
- be responsible and accountable for their behaviour.
- comply with the expectations described in this Code of Conduct.
- follow the guidelines outlined in our Complaints Procedure if they wish to make a complaint or report a concern about, discrimination, harassment, possible child abuse or other inappropriate behaviour.

Our club opposes all forms of harassment, discrimination and bullying. This includes:

- treating or proposing to treat someone less favourably because of a particular characteristic.
- imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic.
- any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers.
- harassment, discrimination and bullying. Some forms are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status. Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with their coach.

Code of Conduct for Gymnasts

Note: Coaches and parents need to take responsibility for supporting the younger gymnasts in understanding and following this gymnast code.

Training attire and gear:

- Wear appropriate training gear, e.g. leotard (shorts/top optional) for girls, close fitting top and shorts for boys. Close fitting poly prop tops and leggings can be worn in winter. All competitive gymnasts are required to wear the Elements training singlet with a black tightfitting shorts/pants and the training jacket (if cold). White ankle socks, toe socks/shoes or barefoot, is recommended.
- Tie your hair back and away from face. A neat bun is advised.
- Remove watches, chewing gum and jewellery (small stud earrings are permitted).
- Bring appropriate equipment and apparatus to all sessions, e.g. weights, straps, ribbons, clubs, etc. Do not rely on other gymnasts for these.
- Ensure that all personal apparatus is taken home or stored in a locker, as other groups will be using the venue. The club is not responsible for personal property. Gymnasts are responsible for their own property.
- Gymnastics is a discipline that starts with the way you present yourself.

Be punctual and maintain concentration

- Be on time to training and assemble together before start time.
- Stay off the mats or training floor until the class begins.
- Warm up properly – do all the drills properly and all stretches to full stretch.
- Stay until training is completed unless you have been excused for a good reason.
- Attend all training sessions, unless arranged with your coach. At the coach's discretion, you may be pulled from trials / competitions / trainings if you miss too many training sessions (this will be determined by your coach, but general rule is >10% of classes missed if you're a senior gymnast) or are injured. This will be evaluated on an individual basis and is dependent on personal circumstances.
- Train safely and to the best of your ability at all times. Work hard, have fun and enjoy gymnastics.
- Be frank and honest with your coach if there is anything that is worrying you, as this may affect how you train, e.g. illness, injury, fear of a new skill. Your coach can help you with these things – but you need to explain it to him / her first.
- If you are not training as well as you could, your coach may ask you to:
 - complete the work set or repeat the tasks.
 - do specific conditioning to help focus your attention and build strength to accomplish the task.
 - sit and watch, or go home.

Consider others

- Respect all coaches – do not argue or question a coach's judgment or decisions.
- Support and encourage other gymnasts in a positive way. Treat all other gymnasts as you would like to be treated.
- Teasing or bullying will not be tolerated.
- Be a good sport. Acknowledge all good skills or routine, whether they are performed by your team-mates or from other clubs.
- Be prepared to lose sometimes. Everyone wins and loses at some time. Be a fair winner and good loser.
- Treat other peoples' property with care (gym equipment, mats, lockers etc.).
- Respect coaches' privacy. Phone calls, texts and e-mails should be gymnastics related. Phone calls and text should be within working hours only.
- Gymnastics equipment is expensive – care and respect the equipment provided.
- Help tidy up and put away equipment after session, as requested.
- Respect the rights, dignity and worth of fellow participants, coaches, judges, officials, and spectators.
- Respect yourself. Respect your body. Fuel your body with nutritious food, have plenty of rest, and listen to when your body tells you to stop, because of injury or illness.
- There will be fear, setbacks, frustration, and defeat. Expect these things, learn from them and face them and overcome them.
- Set high goals and achieve them step by step. Maintain a positive attitude when facing your fears and frustrations because it is your attitude that helps you to defeat them.

If you are ill or injured

- If you are injured, you are still expected to be at training for a portion of the scheduled time, unless excused by a medical professional. Training will concentrate on the areas of the body or the areas of training that you can improve while you are recovering. It is important that you remain in contact with your team-mates and continue to condition. Every injury of course is different and your medical professional and/or coach will advise you on training hours. Discuss any injury with your coach – there might be exercises e.g. apparatus handling that you can work on, if it doesn't affect your recovery process.
- If you are ill, you are not expected to train. Rest and recovery is the most important thing.
- If you have an infectious disease (chicken pox, measles etc.) you must not come to the gym while you are contagious. Open wounds, sores and verrucae must be securely covered at all times within the gym environment.
- If you are feeling slightly unwell, tell your coach so that leeway can be given and you are monitored, especially for challenging skills.
- Immediately report any injury sustained during a class session to the responsible coach, as this has to be logged.

Discipline

- If your coach has concerns regarding your attitude and behaviour, then he/she may ask you to leave the gym floor and wait in the spectator area to be collected.
- If there are continuing concerns regarding your behaviour, then your coach will discuss with you, and your parents, as to what behaviour is expected of a competitive gymnast and where you need to work to show improvement. A warning system may be introduced, this will be discussed and agreed with both you and your parents before it is introduced. Your coach will monitor your behaviour and give you feedback.
- If there are still continuing concerns regarding your behaviour, then you may be asked to leave the competitive programme. This is reserved for the most serious issues and when there is an ongoing problem with attitude, disruption and disrespect within the gym that has not improved.
- It is also possible that a gymnast may be requested to leave the club because of the action or inaction of a parent. While we never want to punish a child for the actions of their parent(s), we will not tolerate words and actions that undermine the policies and values of our club.

Code of Conduct for Parents / Caregivers

Parents play a crucial role in supporting our gymnasts. Without this, it is difficult for the gymnast to maintain the interest and dedication required to be successful.

Support your gymnast

- Focus on your child's efforts and personal achievements rather than winning or losing.
- Never criticise or yell at your child and other children for making a mistake or not performing to the best of their ability.
- Support your child in understanding and following the gymnast code of conduct.
- You are encouraged to support and enjoy your child's progress. No parents are allowed to be in the gym during training. You're welcome to wait in the foyer. Gymnasts are not usually as focused when parents are available for comfort or reassurance. You're allowed to enter the gym 10-15 mins before the end of a class – while the gymnasts are cooling down (not when routines are practised on the carpet)
- Remain outside the training area; look after all children not doing gym, and keep them off the floor and gym equipment.
- Don't call out / attract attention from a gymnast during training, including breaks.
- Make sure your child knows how best to contact you if they need to during a training session. Keep the club informed of any change of contact details.
- Your child can gain independence by bringing themselves onto the gym floor, ready to start training (5 minutes before the start time).
- For safety reasons, all children must be picked up from inside the gym. The coaches would appreciate parents picking up their children on time.
- Support and encourage your child to follow a healthy diet, especially before, during and after training, and around competitions. Foods that will give them lots of good energy – nuts and fruit.
- Encourage your child, but don't put overdue pressure on them to perform. Provide **positive support** after training and competitions, irrespective of performance on the day. If it doesn't go well and you criticise or place pressure on your child (additional to and unknown to the coaches), the sum total may be more than she / he can cope with.
- Support fair play.

Support the coaches

- Respect the decisions of judges and officials and teach your children to do likewise.
- Contact the coach if your child will be absent for any reason.
- If you need to talk to a coach then we recommend you email / text the coach to arrange a time to talk.

- Coaches may be available before and after class, and a quick email or text can easily confirm and arrange this. Do not expect a coach to have time to talk while gymnasts are warming up or after training. Coaches want to ensure they have enough time to talk with you properly, without rush or interruption.
- Accept that it is the coach's decision as to whether training (coaching or competing) should continue for a gymnast with regards to discipline (including absenteeism) and injury (subject to medical approval where necessary). Also accept that each gymnast may need to be disciplined differently for the same effect.
- Reinforce any coach feedback about behaviour in a way that supports the coach.

Support the club

- Gymnasts can't train and compete without family involvement and support.
- Show respect to all involved – gymnasts, coaches, judges, committee members and other parents.
- Our club is not-for-profit. Please pay all club subscriptions, fees and expenses on time. We may be able to arrange a payment plan to suit your family, provided you organise this with the Treasurer at the start of a term. If payments are outstanding, the club may exercise the right to suspend or withdraw any gymnast(s) from training or competition events.
- The club subsidises the cost of competitive gymnastics and in return we expect competitive families to participate in the club through volunteer work (working bees, fund-raising, cleaning, committee membership, judging etc.).
- All gymnastics competitions are organised and run by volunteers. Competitive parents will be asked to do competition duties (e.g. set up, music, announcing, cafeteria, etc.). We endeavour to roster parents on when their child isn't competing. If you can't do the duty assigned to you, you will need to arrange a swap with someone who can.
- Show appreciation for good performance by all gymnasts (including those from other clubs).
- Do not criticise other parents, coaches or judges during events – be an ambassador for your club.

Videos and Photography

Please obtain permission from your gymnast's coach before taking any photos or videos. (This is in line with the policy on the Child Protection Act and Privacy.)

Code of Conduct for Coaches and Officials

Coach safely

- Set rules and guidelines for each class at the start of term, so everyone understands what is expected.
- Be reasonable in your demands on young gymnasts' time, energy and enthusiasm.
- Make sure all activities are appropriate to the age and experience of gymnasts. Ensure all gymnasts are suitably prepared physically and mentally when learning new skills.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the gymnasts.
- Ensure that all personal and club apparatus is taken home or stored in the available cupboards and lockers, as other groups will be using the venue.
- Make sure the gymnasts in your group are safe by staying alert and knowing where they are at all times. Keep an eye on other gymnasts, coaches and spectators whenever possible.
- Some coaches may need to use their phones during training (e.g. for emergency contact, to use as a stopwatch or demonstrate using videos). If you have to take or make calls or texts when coaching ensure the safety of the gymnasts first. Social calls and texting while you are coaching is inappropriate.
- Understand and implement all club policies and procedures, e.g. attendance records, accident register, evacuations procedures etc.

Behave professionally

- Comply with the requirements of the GNZ Coach Code of Ethics.
- Display consistently high standards of behaviour and appearance. Dress suitably and avoid inappropriate language whilst involved with club activities. Remember that everything you say and do while coaching is observed by spectators.
- When spectators and gymnasts enter the gym, you are one of the first people they can see and hear. Think about how you would like to be welcomed when walking through the door.
- Arrive at the gym in good time, ready to start coaching on time.
- Provide a structured training session, with goals for the session conveyed to the gymnasts.
- Demonstrate calm leadership, self-control and fairness in dealing with inappropriate behaviour.
- Treat all gymnasts equally.
- Provide a range of feedback, e.g. positive reinforcement, tone variation, visual and manipulation reinforcement. Be constructive with criticisms.
- Keep parents informed – advise of any issues and additional training and / or competitions coming up, with reasonable notice.

- Remember that children do gymnastics for different reasons and that winning is only part of their motivation. Never ridicule children for making mistakes or losing.
- Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches.

Be a good role model

- Support gymnasts in understanding and following the gymnast code of conduct.
- Be aware of the role of the coach as an educator. As well as imparting knowledge and skills, promote desirable personal and social behaviours.
- Respect others and their religious and cultural beliefs.
- Wear appropriate clothing while coaching (coach T-shirt, if provided; no jeans; no loose jewellery etc.).
- Model healthy eating habits.
- Use appropriate language, e.g. no swearing.
- Do not smoke at the training venue or where you can be seen by gymnasts.
- Alcohol is not permitted at the training venue (specific social functions being the one exception).

Maintain and develop your skills and knowledge

- Seek to keep abreast of changes in gymnastics; ensure that the information used is up to date, appropriate to the needs of gymnasts and takes account of the principles of growth and development of children.
- Keep your coaching skills current, attending appropriate courses and clinics (including First Aid). Be open to new ideas, in order to provide high quality coaching that is knowledgeable, up to date and safe.
- Ask a senior coach for help if you need it for coaching, or technique etc.
- Assist others to develop good attitudes, skills and knowledge.
- Do not coach above the level of the qualification that you hold, unless under the supervision of a more senior coach. As a coach you should be aware of your own limitations.
- Understand and implement all club policies and procedures, e.g. attendance records, accident register, evacuations procedures etc.
- Ensure the safety of gymnasts at all times, especially when gymnasts are performing new skills.
- Coaches need to listen to gymnasts if they feel unsafe or concerned about injury, and balance this with encouragement and motivation.