

# NDGC Gymnast Discipline Procedure

## 1. Procedure Statement

Northern Districts Gymnastic Club (NDGC) has the responsibility to ensure a safe environment for all participants and staff. This means having policies, procedures, rules, standards, and guidelines that promote safe programs in a safe environment which are overseen by qualified/certified personnel.

This document outlines the procedures for responding to inappropriate behaviour shown by gymnasts at NDGC. For inappropriate behaviour demonstrated by NDGC staff or parents/guardians, please refer to the *Complaints Handling Policy* or *Child Safe Complaints Handling Policy*.

## 2. Review History

Version	Date Reviewed	Date Endorsed	Content Reviewed
1		12/01/2022	Procedure developed.
2	07/06/2023	07/06/2023	Expanded types of inappropriate behaviours

## 3. Procedure Scope

This procedure applies to all NDGC members, athletes, participants, coaches, officials, administrative staff and volunteers.

## 4. Gymnast Code of Conduct

This Code of Conduct is applicable to all children, young people and gymnasts accessing any program at Northern Districts Gymnastic Club.

Gymnasts should:	Gymnasts should not:
<ul style="list-style-type: none"> <li>✓ Be friendly to other gymnasts in your class.</li> <li>✓ Respect other gymnasts, coaches and NDGC staff.</li> <li>✓ Listen to each other.</li> <li>✓ Use good manners.</li> <li>✓ Respect the rights and differences of others.</li> <li>✓ Speak up if they are worried, concerned or feel unsafe.</li> <li>✓ Care for and respect the equipment.</li> <li>✓ Try their best at all times.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Bully each other.</li> <li>✗ Use bad words or actions that are disrespectful i.e., swearing.</li> <li>✗ Yell or shout at other gymnasts or coaches.</li> <li>✗ Physically hurt another child i.e., hitting, kicking, smacking, punching, biting.</li> <li>✗ Use inappropriate language.</li> <li>✗ Touch other people's belongings without their permission.</li> </ul>

## 5. Procedure for inappropriate behaviour shown by a gymnast Flowchart

Refer to section 6 overleaf for an explanation of each step.

Gymnast displays inappropriate behaviour during training, a competition or event (such as being persistently disruptive, displaying dangerous behaviour, or not following NDGC's Gymnast Code of Conduct).

### **Step 1 – Verbal Warnings**

First occasion: Verbal warning is provided explaining the behaviour and why it needs to stop.

Second occasion: On the second occasion, the gymnast will be asked to sit out. The coach must inform the parent why the gymnast had to sit out.

Third occasion: On the third occasion, the gymnasts' parents will be called and asked to collect the gymnast. Record the warning on the roll.

### **Step 2 – Written Warning**

If there is repeated inappropriate behaviour by a gymnast where a recorded verbal warning has already been given in the previous 3 months, or an offence is serious, the coach/gymsport program manager will issue a written warning to the gymnast.

### **Step 3 – Final Written Warning**

A final written warning issued to the gymnast by the Gymsport Program Manager if the gymnast has failed to improve their behaviour in the required timeframe, or if the misconduct is extremely serious.

### **Step 4 – Suspension or Expulsion**

Suspension or expulsion from NDGC may result if the gymnast's behaviour is still unsatisfactory or there is gross misconduct (such as aggressive or abusing behaviour, dishonestly, bringing NDGC into disrepute or a serious breach of NDGC Child Safe Policy).

## 6. Procedure for inappropriate behaviour shown by a gymnast

### 6.1. Step 1 – Verbal Warning

If a coach or staff member deems a gymnast has displayed inappropriate behaviour during training, a competition or event such as:

- Being disruptive
- Displaying dangerous behaviour
- Disrupting others or constantly talking
- Foolish behaviour
- Not adhering to the Gymnast Code of Conduct,

then they will be given a verbal warning stating that the behaviour needs to stop with an explanation why, and what will happen next if they continue to display the inappropriate behaviour.

On the second occasion, the gymnast will be asked to sit to the side of the session for a length of time deemed appropriate by the coach or staff member. The coach or staff member is responsible for explaining to the gymnast why they have been told to sit out. The coach or staff member must inform the parent/guardian at the conclusion of the session, why the gymnast was sat out.

On the third occasion, the gymnasts' parents will be called and asked to collect the gymnast. The coach will record the verbal warning on the attendance roll and discuss with the parent/guardian the behaviours which must be improved. The coach must also record the inappropriate behaviour on the *NDGC Incident Report Form (Appendix A)* and provide to NDGC Management.

### 6.2. Step 2 – Written Warning

If there is repeated inappropriate behaviour by a gymnast where a recorded verbal warning has already been given in the previous 3 months, or an offence is serious (such as physical or verbal violence, consistent bullying, vandalism) the coach/gymsport program manager will issue a written warning to the gymnast after approval from the Competitive Programs Manager. If a written warning is issued, NDGC Management must be notified immediately. The written warning should be issued to the gymnast within 10 working days of the incident and must include the following:

- Date of inappropriate behaviour
- Factual description of the incident
- The coach/staff members initial response at the time of the incident
- Effect of the inappropriate behaviour on the gymnast, other gymnast and coach (if relevant)
- Any other relevant points
- Actions for improvements and time frame
- Any responses from the gymnast at the time of the incident.

The Gymsport Program Manager and Coach will meet with the parents and gymnast to discuss the warning and behaviour improvements required. A copy of the written warning must be provided to NDGC Management.

### 6.3. Step 3 – Final Written Warning

A final written warning issued to the gymnast by the Gymsport Program Manager if the gymnast has failed to improve their behaviour in the required timeframe, or if the misconduct is extremely serious. The format for the final written warning is the same as the previous written warning. NDGC Management must be informed immediately, and a copy provided to them.

### 6.4. Step 4 – Suspension or Expulsion

Suspension or expulsion from NDGC may result if the gymnast's behaviour is still unsatisfactory or there is gross misconduct (such as aggressive or abusing behaviour, dishonestly, bringing NDGC into disrepute or a serious breach of NDGC Child Safe Policy). The decision to suspend or expel any member from NDGC will be made by a Disciplinary Committee (minimum of 3 people) which will consist of the following personnel:

- Gymsport Program Manager
- Child Safety Officer
- 1x Member of the NDGC Leadership Team

Gymnastics Western Australia will be notified of any gymnast who is suspended or expelled from NDGC.

### 6.5. Appeals

A gymnast, their parent or guardian may make a written appeal against any written warnings, suspension or expulsion within 14 working days. The appeal should be in writing to NDGC's Child Safety Officer. Any appeal which is received, will be discussed with Gymnastics Western Australia for their input. The appeals decision will be final and communicated in writing to the appealing gymnast within seven working days of the decision.

## 7. Record keeping

NDGC keeps complete and accurate records of all incidents, responses and decision-making relevant to any incidents for a minimum of seven years, except for child safety related records which are stored for minimum of 40 years.

NDGC ensures that all records are:

- Maintained appropriately in a clear, logical and secure manner
- Dealt with in accordance with the relevant law or policy such as the Privacy Act 1988 (Cth)
- Preserved in a suitable physical and/or digital environment that ensures records are not subject to degradation, loss, alteration, corruption or deletion
- All documents are retained for minimum seven years, except for child safety related records which are stored for minimum of 40 years.
- Secure from unauthorised access
- Stored securely in a locked filing cabinet (physical records)
- Stored in a password-protected file (digital records)
- Available for individuals who have a right to access records which contain their personal information.

## **8. Additions and Changes to Procedure**

Recommended changes to this procedure may be submitted to NDGC for consideration. Management will review the recommendations and make changes to this procedure if necessary. Should changes be accepted, the procedure would be updated, dated and circulated.

## **9. Confidentiality and Reporting**

Breaches of this procedure must be reported to NDGC within 14 days of any occurrence. Breaches of this procedure must be kept confidential and disclosure to any third party beyond NDGC management is not permitted.

## 10. Appendix A: Incident Report Form

# Incident report form

Use this form to report an incident that occurred in, or on NDGC premises (including the carpark). Once you have completed this form, please inform either the Manager or Competitive Program Manager.

**Any Child Safety Concerns must be reported immediately to the Child Safety Officer or Member Protection Information Officer.**

### Incident details

Provide a clear description of the incident using your own words (what happened, what you saw/heard, who was involved, were there any other witnesses, where did it occur):

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Date of Incident: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Time: \_\_\_\_\_am/pm

Name of person completing form: \_\_\_\_\_

Position at NDGC: \_\_\_\_\_

Signature: \_\_\_\_\_

Date report completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Once you have completed this form, please inform either the Manager or Competitive Program Manager.