



MWGC

BEHAVIOUR MANAGEMENT POLICY

POLICY NAME: MWGC Behaviour Management Policy
DATE OF ISSUE: May 2009
DATE OF REVIEW: May 2011
CONTROLLING BODY: MWGC - Committee

1. STATEMENT OF COMMITMENT

MWGC is committed to treating all participants in gymnastics with respect and dignity.

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

MWGC is committed to a gymnastics environment which is free of verbal and physical abuse.

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

2. OBJECTIVES

The objectives of MWGC's Behaviour Management Policy 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.

3. POLICY COVERAGE

MWGC Behaviour Management Policy covers all daily activities, competitions/events, Gymsport programs, membership programs and/or services governed by Manly Warringah Gymnastic Club.

4. POLICY APPLICATION

The policy applies to all athletes and their parents, coaches, judges, employees, administrators, volunteers, and members of MWGC. Adoption of this policy will ensure anyone who is found to be in breach of the codes of behaviour or ethics are dealt with appropriately.



5. ROLES AND RESPONSIBILITIES

Coaches

The role of coaches at MWGC 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 MWGC is to:

- Become and remain accredited with the National Coaching Accreditation Scheme (NCAS).
- Agree to abide by the MWGC 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 Policy.

Parents/Guardians

The role of parents/guardians at MWGC 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 to develop social and physical skills through gymnastics.
- Promote and abide by the MWGC 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 MWGC 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 MWGC are to:

- Become and remain accredited with the National Officials Accreditation Scheme (NOAS).
- Agree to abide by the MWGC 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 MWGC is to implement this policy by:

- Ensuring that everyone involved in gymnastics emphasises fair play, and not winning at all costs.
- Providing all members with access to this policy and other club information in an easy-to-read format.
- Ensuring that this policy 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 MWGC administrator's code of behaviour.
- Being a positive role model.

Gymnasts

The role of Gymnasts at MWGC is to:

- Agree to abide by MWGC's gymnast code of behaviour.
- Be courteous and cooperative when communicating with coaches, judges and administrators.
- Be a positive role model.

6. CODES OF BEHAVIOUR

- All involved in MWGC will abide by the codes of behaviour, which outlines the minimum standard of behaviour expected of members.
 - Coach Code of Behaviour
 - Parent/Guardian Code of Behaviour
 - Judge Code of Behaviour
 - Administrator's Code of Behaviour
 - Gymnast Code of Behaviour
- 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 1
 - Official's Code of Ethics – See appendix 2
- MWGC 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.

7. POLICY BREACHES AND CONSEQUENCES

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

Disciplinary action will be administered in a three-phase education process designed to assist members with defining their role at MWGC. 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 MWGC's General Manager with an incident report (see Appendix 3) 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 Committee 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.
- 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 MWGC and to revisit the role of members. Offender will be informed of phases two and three.
- Parent may proceed to phase two at the discretion of MWGC if breach of codes deemed to be 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 MWGC's 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 Committee to inform them that phase two has been initiated.
- 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 define their role in gymnastics and be better role models. Offender will be informed of phase three.
- Offenders issued with a second breach notice must attend a role model training workshop conducted by MWGC. These will be conducted on a needs basis.
- Failure to attend the workshop will result in suspension of membership until training requirement met.

Phase three – Membership removed.

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

- The relevant personnel will provide MWGC's 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 advising that club membership has been removed. A copy will be provided to the Committee to inform them that phase three has been initiated.
- Once membership has been removed the offender and the associated member will not be permitted to participate in any gymnastics affiliated with MWGC.
- Member can apply to MWGC for membership renewal at the start of the next year (or 6-12mths period). Renewal will be at the discretion of MWGC.

Monitoring and reporting

- The relevant personnel will provide all incident reports (see Appendix 3) 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 4.

8. CONFIDENTIALITY

The MWGC management and officers responsible for implementing this Behaviour Management Policy 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.



9. APPENDICES

APPENDIX 1: Coaches Code of Ethics (NCAS)

1. Respect the rights, dignity and worth of every human being.
2. Ensure the athlete's time spent with you is a positive experience.
3. Treat each athlete as an individual.
4. Be fair, considerate and honest with athletes.
5. Be professional and accept responsibility for your actions.
6. Make a commitment to providing a quality of service to your athletes.
7. Operate within the rules and spirit of gymnastics.
8. Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development.
9. Refrain from any form of physical abuse towards your athletes.
10. Refrain from any form of harassment towards your athletes.
11. Provide a safe environment for training and competition.
12. Show concern and caution towards sick and injured athletes.
13. Be a positive role model for your sport and athletes.
14. Adhere to the Australian Sports Commission's and Gymnastics Australia's Anti-Doping Policy.



APPENDIX 2: Official's Code of Ethics (NOAS)

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



APPENDIX 3: Incident Report Form

MWGC GYMNASTICS INCIDENT REPORT FORM

OFFENDER'S DETAILS

Name:	
Club (if relevant):	
Team (if relevant):	
Address:	
Contact Number(s):	

INCIDENT DETAILS

Date of Incident:	
Time of Incident:	
Location/Venue:	
Which Code Was Breached: <input type="checkbox"/> Code of Behaviour – Coach <input type="checkbox"/> Code of Behaviour – Judge <input type="checkbox"/> Code of Behaviour – Gymnast <input type="checkbox"/> Code of Ethics – Official <input type="checkbox"/> Code of Behaviour – Parent/Guardian <input type="checkbox"/> Code of Behaviour – Administrator <input type="checkbox"/> Code of Ethics – Coach	
Brief Overview of the Incident: <i>Example: Mr Jo Gymnast was heard yelling loudly at the other competing gymnasts while watching his son participate at the JO Gymnastics Championships.</i>	
Steps Taken at the Time of the Incident to Correct the Behaviour: <i>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 policy.</i>	

ACTION TAKEN

Date:	
Time:	
Forum: <i>Example: Regular club meeting; special disciplinary hearing.</i>	
Details of Action Taken (as per Section 7 of Behaviour Management Policy) <i>Example: Mr Gymnast was advised he had committed a phase 1 breach of the Behaviour Management</i>	



Policy. 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 NSW

Name of Delegated Officer:

Position:

Signature:



APPENDIX 4: Breach Summary Sheet

**MWGC BREACH SUMMARY SHEET
MAY 2009**

Date of Incident	Name of Offender	Breach Code	Action Taken
<i>Example: 28/10/06</i>	<i>Ms Jo Gymnast</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 6 <input type="checkbox"/> 3 <input type="checkbox"/> 7 <input type="checkbox"/> 4	<i>Mr Gymnast was counselled about his actions by the club manager and advised that future breaches could result in him not being allowed to attend competitions.</i>
		<input type="checkbox"/> 1 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 6 <input type="checkbox"/> 3 <input type="checkbox"/> 7 <input type="checkbox"/> 4	
		<input type="checkbox"/> 1 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 6 <input type="checkbox"/> 3 <input type="checkbox"/> 7 <input type="checkbox"/> 4	
		<input type="checkbox"/> 1 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 6 <input type="checkbox"/> 3 <input type="checkbox"/> 7 <input type="checkbox"/> 4	
		<input type="checkbox"/> 1 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 6 <input type="checkbox"/> 3 <input type="checkbox"/> 7 <input type="checkbox"/> 4	
Name of Delegated Officer:			
Position:			
Signature:			

Breach Codes:

- | | |
|--|--------------------------------|
| 1. Code of Behaviour – Coach | 5. Code of Behaviour – Gymnast |
| 2. Code of Behaviour – Parent/Guardian | 6. Code of Ethics – Coach |
| 3. Code of Behaviour – Judge | 7. Code of Ethics – Official |
| 4. Code of Behaviour – Administrator | |

