



Code of Conduct for Staff

Commitment to and respect for the gymnasts you teach

- Learn gymnast's names.
- Using positive language i.e. 'look for what is good/correct, not for what is wrong'.
- Listen to what gymnast's have to say (e.g. if they have any worries about doing certain skills).
- Leave any personal problems outside the gym, and put the gymnasts first when coaching.

Confidentiality

- Do not discuss a gymnast in front of other gymnasts or in a public area.
- All information is confidential. Please behave professionally at all times.
- Respect the confidentiality of any information concerning participants or fellow Coaches, Instructors and Officials, subject to any safeguarding requirements.
- Do not discuss the performance of a gymnast during a competition within the earshot of any Coach, gymnast or member of the public.

Gymnast's Wellbeing

- Consider the safety and wellbeing of gymnasts before the development of performance.
- Develop an appropriate professional relationship and rapport with gymnasts and parents based on mutual trust and respect.
- Ensure that all activities are appropriate to age, ability and experience of those taking part.
- Be aware of and follow the procedures for recording and reporting incidents/accidents.

Effective time management

- Arrive on time for shifts (at least 5 minutes before).
- Run your classes on time (if applicable).
- When time off work is required, ask 4 weeks before where possible.

Respect for self

- Display consistently high standards of behaviour, language and appearance and set a good example for gymnasts to follow.
- Dress appropriately with safety considerations in mind and within the accepted traditions of the sport:
 - Black shorts or plain leggings
 - Coaching T-Shirt / Admin top
 - Matching socks
 - No jewellery, including watches. Small stud earrings are allowed. Watches are allowed if Lead Coach at Englishcombe or Coaching at a Satellite Centre
 - Hair tied back
- Exhibit confidence and good leadership skills when coaching.
- Display high personal standards, responsible behaviour and a favourable image.

Personal Behaviour

- Do not consume alcohol or substances which may impact judgment, performance or behaviours before or whilst coaching, instructing, officiating, driving on gymnastics business or while under the age of 18.
- Do not smoke whilst coaching, instructing or officiating.

- Do not make offensive or abusive remarks/jokes, derogatory comments, suggestive comments, or use unnecessary aggression or intimidation, malicious gossip or call people by offensive nicknames within the gymnastics environment.
- Do not carry out unwelcome flirting, sexual advances or unnecessary touching within the gymnastics environment.
- Do not bully, harass or discriminate against an individual or group of people as a direct or indirect result of their gender reassignment, age, ethnic origin, religion/ belief, sexual orientation, disability pregnancy, marriage/ civil partnership.
- Do not cause offence or intimidation through non-verbal conduct and refrain from gestures that could be offensive.
- Do not display offensive or inappropriate pictures on social media posts.

Commitment to and respect for other members of staff

- Learn other staff members names.
- Behave in a professional manner in the workplace.
- Work as a team, sharing information with each other.

Respect for the environment

- Treat all training environments and equipment with respect and ensure that the facility is left tidy with all equipment in its correct location.
- Ensure equipment faults are reported immediately.
- Maintain a clean workspace (regular cleaning of kit, ensuring all rubbish goes in the bin etc.).