

# City of Edinburgh Gymnastics Club

## THE DISCIPLINARY PROCEDURE

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### PROCEDURE FOR INAPPROPRIATE BEHAVIOUR SHOWN BY A GYMNAST

#### **Stage 1: Recorded Verbal Warning**

If a coach feels a gymnast has displayed inappropriate behaviour during training or at competition or a Club event (such as being persistently disruptive, dangerous behaviour, or not following the club's code of conduct) they will be given a verbal warning stating what behaviour needs to stop, and why.

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. The Coach is responsible for explaining to the gymnast why they have been told to sit out.

If the behaviour continues after the second warning, the Coach will record and report the verbal warning to our Senior Management Team, stating the date, warning given and reason for it. The Parent/Guardian of the child will be notified via email about the incident and the recorded verbal warning. A recorded verbal warning will expire after 3 months if no further poor behaviour has been noted.

#### **Stage 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 will issue a written warning, and this will be approved by the Head Coach, and the Executive Committee shall be informed immediately.

The written warning should be issued to the gymnast within 10 working days of the incident in the following format: Date of the inappropriate behaviour, factual description of the incident, what the coach's response was at the time, effect of the inappropriate behaviour on the gymnast, other gymnasts and coaches as relevant, any other points, actions for improvement and timescale, gymnasts' response.

The Head Coach will try to agree the actions needed with the gymnast and parents/guardians concerned to improve the behaviour.

#### **Stage 3: Final Written warning**

A Final written warning is issued to the gymnasts by the Head Coach if the gymnasts has failed to improve in the required timescale or if the misconduct is extremely serious.

The format of the Final Written Warning will be the same as for Written Warning.

The Executive Committee shall be informed immediately.

A copy will be kept on file for two years and then disregarded.

#### **Stage 4: Suspension or Expulsion**

Suspension or expulsion from the Club may result if the gymnast's conduct is still unsatisfactory or there is gross misconduct (such as aggressive or abusive behaviour, dishonesty, bringing the Club into disrepute)

The decision to suspend or expel any member from the Club will be taken by a Disciplinary Committee, which will be made up of the Head Coach, and 2 representatives from the Executive Committee.

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### **Appeal**

A gymnast's parent or guardian can make a written appeal against any Written Warnings, suspension or expulsion within fifteen working days. The appeal should be in writing to the club's Safeguarding Officer.

An appeal will be heard by an Appeals Committee within 10 working days of the appeal being received. The Appeals Committee will consist of at least 1 member of the Executive Committee (in the case of expulsion or suspension, who was not on the Disciplinary Committee that made the original decision) and 2 other independent parent members, coaches or volunteers with no connection to the appealing gymnast or the relevant coaches.

The Appeals Committee decision will be final and it will be communicated in writing to the appealing gymnast within 5 working days of the decision.

### **PROCEDURE FOR INAPPROPRIATE BEHAVIOR SHOWN BY A PARENT OR GUARDIAN**

If a Coach feels a parent has displayed inappropriate behaviour they will be reported to the Head Coach (see Parents/Guardians' Code of Conduct for details).

The Parent will be given the chance to discuss their behaviour with the Head Coach and if appropriate the Coach involved. In the first instance, the Head Coach will try to resolve any difficulties face to face with the Parent/Guardian concerned, and agree a plan of action. It is recommended that a neutral 3<sup>rd</sup> party is present at this meeting, and the outcomes of the discussions are written down.

Depending on the seriousness of the inappropriate behaviour, escalation will follow stages 2 to 4 above.

Suspension or expulsion of a parent or guardian from being a member of the club does not mean that the gymnast is suspended or expelled.

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### PROCEDURE FOR INAPPROPRIATE BEHAVIOR SHOWN BY ANY COACH OR VOLUNTEER AT THE CLUB

If a Gymnast feels that a Head Coach, Coach, Volunteer or any person helping in the gym has displayed inappropriate behaviour they should report the matter directly to the Safeguarding Officer who will follow the correct and appropriate procedures.

If a Parent/Guardian, another Coach or any person feels that a Coach, Volunteer or any person helping in the gym has displayed inappropriate behaviour they should report the matter directly to the Head Coach.

#### **Stage 1: Verbal Warning**

If a contracted coach, employee or volunteer has displayed inappropriate behaviour they will be given a verbal warning by the Head Coach stating what behaviour needs to stop, and why.

#### **Stage 2: Written Warning**

If there is repeated inappropriate behaviour by or complaints against an contracted coach, employee or volunteer where a recorded verbal warning has already been given in the previous 3 months, or an offence is serious, the Disciplinary Committee (which will be made up of the Head Coach, and 2 representatives from the Executive Committee) will issue a written warning.

The written warning should be issued to the contracted coach, employee or volunteer within 10 working days of the incident in the following format: Date of the inappropriate behaviour, factual description of the incident, what the relevant parties' responses were at the time, effect of the inappropriate behaviour on gymnasts, other parents and coaches as relevant, any other points, actions for improvement and timescale, Coach's/ volunteer's response.

The Disciplinary Committee will try to agree the actions needed with the contracted coach, employee or volunteer concerned to improve the behaviour.

#### **Stage 3: Final Written warning**

A Final written warning is issued to the contracted coach, employee or volunteer by the Disciplinary Committee if the coach/volunteer failed to improve in the required timescale or if the misconduct is extremely serious.

The format of the Final Written Warning will be the same as for Written Warning.

A copy will be kept on file for two years and then disregarded.

#### **Stage 4: Suspension or Expulsion**

Suspension or expulsion from the Club may result if the employee or volunteer's conduct is still unsatisfactory or there is gross misconduct (such as aggressive or abusive behaviour, dishonesty, bringing the Club into disrepute)

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### **Appeal**

An employee or volunteer can make a written appeal against any Written Warnings, suspension or expulsion within fifteen working days. The appeal should be in writing to the Appeal's Committee.

An appeal will be heard by an Appeals Committee within 10 working days of the appeal being received. The Appeals Committee will consist of at least 1 member of the Executive Committee (in the case of expulsion or suspension, who was not on the Disciplinary Committee that made the original decision) and 2 other independent parent members, coaches or volunteers with no connection to the appealing gymnast or the relevant coaches.

The Appeals Committee decision will be final and it will be communicated in writing to the appealing gymnast within 5 working days of the decision.

Any Coach contracted by City of Edinburgh Gymnastics Club is contracted as a Service Provider and can be asked to leave the Club after being given 7 days notice by the Head Coach.