



# Behaviour and Conduct Policy

## 1. Policy Statement

This policy establishes the procedure and standards for dealing with unacceptable behaviour by members, parents/guardians, coaches, volunteers, or visitors of Weald Gymnastics. It ensures consistency, fairness, and compliance with the Weald Gymnastics Constitution (27 April 2021) and other relevant policies including but not limited to:

- Weald Gymnastics Anti-Bulling Policy
- Club Codes of Conduct
- British Gymnastics Codes of Conduct and Safeguarding Standards

This policy is made under Clause 26 of the Constitution, which empowers the Trustees to create reasonable and proper rules not inconsistent with the Constitution.

## 2. Scope

This policy applies to:

- Members (including gymnasts)
- Parents/guardians of members
- Coaches, volunteers, and officials
- Trustees, contractors and staff
- Visitors or spectators at Weald Gymnastics facilities, events, or competitions

It covers behaviour occurring:

- On Weald Gymnastics premises
- At external events where individuals represent the Club
- During online or social media interactions relating to the Club

## 3. Policy Statement

Weald Gymnastics is committed to maintaining a positive and respectful environment in which everyone can participate safely and enjoyably. We have zero tolerance for any form of abuse, violence, intimidation, harassment, or discrimination. All members are expected to act in accordance with our Code of Conduct, Safeguarding Policy, and this Behaviour Policy.

The public facing policy statement can be found in Appendix 2

## 4. Definition of Unacceptable Behaviour

Unacceptable behaviour includes, but is not limited to:

(a) Aggressive or Abusive Conduct

- Physical aggression, intimidation, or threats of violence.
- Shouting, swearing, or hostile tone directed at others.

- Verbal abuse, name-calling, or personal insults.

(b) Discrimination and Harassment

- Behaviour that demeans or excludes on the basis of age, race, colour, nationality, ethnic origin, religion or belief, sex, gender reassignment, sexual orientation, disability, or marital status.
- Offensive comments, gestures, or online posts targeting individuals or groups.

(c) Bullying or Intimidation

- Persistent negative behaviour intended to undermine confidence or cause distress.
- Use of authority or influence to coerce or manipulate others.

(d) Disruption and Damage

- Conduct that interferes with coaching, training, or administration. (see Appendix 3 – Gymnastics viewing code of conduct)
- Willful damage to property or equipment.

(e) Online Misconduct

- Inappropriate use of social media or messaging to harass, intimidate, or disparage others.
- Sharing of confidential Club matters or personal information without consent.

## 5. Reporting Unacceptable Behaviour

1. Initial Report:

- Concerns should be reported promptly to a Welfare Officer, a Senior Coach, or Trustee.
- Reports may be verbal or written but should include dates, times, details, and any witnesses.

2. Confidentiality:

- Reports will be handled sensitively. Information will be shared only with those directly involved in investigating or resolving the matter.

3. Record Keeping:

- All incidents and outcomes must be logged and retained securely in accordance with data protection principles. All incidents should be recording using the Unacceptable Behaviour Incident Report Form (see Appendix 1).

## 6. Investigation and Procedure

Investigations will be handled fairly, objectively, and without bias.

Stage 1 **Minor/Initial Infringements** from expected behaviour and conduct standards:

- We aim to resolve minor issues which may be addressed through informal discussion, mediation, or guidance where appropriate.
- The aim is to swiftly restore respectful conduct and prevent escalation.
- Outcomes can include verbal warnings, and short-term exclusions (up to seven days) from training if necessary whilst investigations/outcome decision making etc take place.
- If the matter cannot be addressed informally, escalates or more information regarding the seriousness of the issue becomes apparent it can be escalated to Stage 2.

Stage 2 **More serious or repeated infringements** from our expected behavior and conduct:

- More serious matters will be subject to our formal investigation process overseen by a club Trustee (Decision maker).

- The Trustee will appoint a senior coach and/or welfare officer to investigate the incident and make recommendations for an outcome decision.
- **The individual concerned will be notified in writing of the allegations and invited to respond.**
- They will be given at least 21 clear days' notice of any meeting at which their ongoing membership or participation may be reviewed. (Training may be temporarily suspended during this time)
- They may submit written representations and/or attend to present their case.

### 3. Decision:

- After reviewing the evidence, the Trustees will decide on appropriate action (see Section 7 below).
- The decision will be communicated in writing, with reasons given.

### 4. Conflicts of Interest:

- Trustees or staff/coaches involved in the incident or closely connected to an involved party must not take part in the investigation or decision-making process.
- The decision maker should not be closely connected to the notifier(s), respondent(s) or investigator.

## 7. Possible Outcomes

Depending on the nature and severity of the behaviour, outcomes may include:

- Verbal Warning – recorded and monitored.
- Initial Written Warning – outlining required improvement.
- Temporary Suspension – limited access to training or events pending improvement.
- Time-bound Suspension – exclusion for a defined period.
- Final Written warnings - used when previous sanction has not resulted in required behavioural change or following an additional incidence within a 6 month period.
- Termination of Membership – decided by the Trustees in accordance with Clause 9(4)(a)(iv) of the Constitution.
- Referral to External Authorities – including British Gymnastics, the police, or safeguarding agencies where relevant.

All disciplinary actions will be proportionate, documented, and consistent with similar cases.

## 8. Appeals

Members subject to disciplinary action have the right to appeal within 14 days of receiving written notice. The decision outcome will stand whilst any appeal is heard. Appeals must be submitted in writing to the Chair of Trustees. The Trustees (excluding those involved in the original decision) will review the case and may uphold, amend, or overturn the decision. The appeal outcome will be final within the Club's internal process.

## 9. Mediation and Dispute Resolution

In accordance with Clause 27 of the Constitution, disputes should be referred to mediation before any external legal action is taken. The Trustees may appoint an independent mediator where appropriate.

## 10. Responsibilities

- Trustees: Oversight, policy enforcement, and decision-making.
- Coaches and Volunteers: Model positive behaviour and report concerns promptly. Address minor issues and seek early resolutions where possible.
- Senior Coaches: Ensure all matters are recorded. Investigation. Giving and recording verbal warnings.
- Welfare Officers: Point of contact for complaints or concerns, supporting parties through policy implementation. Investigation.
- Members and Parents: Comply with the Code of Conduct and treat others respectfully.

## 11. Review and Approval

This policy will be reviewed annually or following any significant incident or change in legislation. Updates will be approved by the Trustees and recorded in meeting minutes.

Approved by the Board of Trustees: 9<sup>th</sup> January 2026

Next Review Due: January 2027

### 9. Policy Approval

This policy was adopted by Weald Gymnastics Club on: 9<sup>th</sup> January 2026

Signed: \_\_\_\_\_  
Chairperson

## Appendix 1 – Behaviour Incident Report Form

Incident details			
Date of incident		Time of incident	
Location / event			

Where did the incident occur?	<input type="checkbox"/> On Club premises	<input type="checkbox"/> Online	<input type="checkbox"/> At Official Event
	<input type="checkbox"/> Other (specify):		

Nature / type of incident	
<input type="checkbox"/> Raised voice / shouting	<input type="checkbox"/> Willful damage to property
<input type="checkbox"/> Threatening/Bullying Tone	<input type="checkbox"/> Possessions – kit taken or damaged
<input type="checkbox"/> Physical actions – being hit or hurt	<input type="checkbox"/> Placing undue pressure on a member or coach to perform
<input type="checkbox"/> Threatening physical action	<input type="checkbox"/> Discrimination against any protected characteristic as defined by the Equality Act 2010
<input type="checkbox"/> Attempting to Bribe	<input type="checkbox"/> Other (specify):

Are there indications that the incident was motivated by any of these? Tick all that apply	<input type="checkbox"/> General appearance / demeanor	<input type="checkbox"/> Race / ethnic origin
	<input type="checkbox"/> Disability / SEN	<input type="checkbox"/> Sexual orientation
	<input type="checkbox"/> Gender / sexism	<input type="checkbox"/> Home circumstances
	<input type="checkbox"/> Religion	<input type="checkbox"/> Sports ability

Individuals involved				
	Name	Gender*	Age	Role*
1				
2				
3				
4				
5				
6				

\* Gender: **F** – Female / **M** – Male / **NB** – Non-binary / Another – please write in

\* Role: **V** – Victim / **R** – Ringleader / **A** – Associate / **B** – Bystander

<b>Brief summary of incident(s)</b>
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Is Notifier happy for the matter to be addressed using stage 1/ informal action? Yes/no

**Immediate Action taken – Stage 1 response/actions**

Include any sanctions, exclusions, parental involvement, or involvement with external agencies.

Detail any agreed follow-up actions or timescales for review (and by whom)

**Action taken – Stage 2 response / actions**

Investigation and action tracking	
Lead Trustee:	
Lead Welfare Officer:	
Date of letter sent:	Sent by (name):
Date of Meeting:	Chair and those present:
Date of formal written response:	Sent by (Name):
Details of any follow-up of reviews agreed:	
Summary of Investigation findings: (to be updated throughout investigation stages)	
Summary of decision and disciplinary measures taken:	

Declaration	
Feedback on outcome given to Notifier	
Copy of completed record sent to Welfare Officer	
Logged in confidential incident register	
Form completed by (print your name)	
Signature of incident investigation lead	
Date	

## Appendix 2 - Public facing Summary Policy Statement

### Behaviour and Member Conduct Policy

Weald Gymnastics is committed to maintaining a positive and respectful environment in which everyone can participate safely and enjoyably. We have zero tolerance for any form of abuse, violence, intimidation, harassment, or discrimination. All members are expected to act in accordance with our Code of Conduct, Safeguarding Policy, and Behaviour and Member Conduct Policy.

### What happens when things go wrong?

If you feel that you have been impacted by another person's behavior whilst engaging in club activities either at the club or at an official event, this should be reported without delay to a member of the Senior Coaching or Welfare team.

### What happens next?

Every incident of reported un-acceptable behavior will be investigated in line with our policy. We aim, wherever possible to deal with matters informally, requesting that those involved stop using inappropriate language or behavior.

Following more serious incidents, or situations where the unacceptable behavior continues, a more formal approach is taken which can ultimately result to removal of club membership in accordance with our Club Constitution. Temporary sanctions may be implemented whilst this investigation takes place.

### Where can I get more information about this Policy?

The full behaviour policy is available in the policies and procedures section of our website [www.wealdgymnastics.com](http://www.wealdgymnastics.com)

A hard copy is available on request.

### Appendix 3 – Viewing area code of conduct

(This code of conduct sits within Weald Gymnastics Policy on Behaviour and Member Conduct.)

Thank you for supporting your child's gymnastics journey and for helping us keep a safe, respectful and enjoyable environment for everyone.

## Here are some simple but important guidelines for parents and spectators to ensure our sessions run smoothly.

### 1. Booking and Arrival

- To control numbers and maintain safety, spectators must only attend prebooked or allocated viewing slots.
- Please arrive on time for your slot and enter and leave promptly to reduce disruption.
- **There is no toilet available for spectators** inside the centre (this is for safeguarding reasons). The nearest public facilities are located at the Sainsbury's supermarket (about a 5-minute walk away). Please plan accordingly.

### 2. Location and Supervision

- Spectators should always remain in the designated viewing area and must not enter the gymnastics training area unless invited by a coach.
- If you bring younger children or siblings, you are responsible for supervising them at all times—they must not run, play or distract gymnasts or coaches. Please note seating is limited and they may need to sit on your lap etc. **During busy slots additional spectators are not permitted.**
- **Please refrain from waving, shouting to or otherwise distracting your child during a session**—this helps them focus and coaches to teach safely.

### 3. Respectful Conduct

- **We expect polite, respectful behaviour at all times.** Please use appropriate language and tone when interacting with coaches, staff, other parents and children.
- **Any attempts to coach/communicate with your child or their coach during training from the viewing area is prohibited**—let the coach lead the session without putting your child and others at risk of distraction.
- **Photography or video-recording of gymnasts during training sessions is not permitted**, in line with British Gymnastics policy and safeguarding best practice.

### 4. Health & Safety

To preserve a safe training environment, please:

- **Keep noise to a minimum** and avoid moving around during active sessions.
- Respect the facilities—dispose of rubbish in bins provided and leave the viewing area tidy.
- Do not consume alcohol or bring any intoxicated guests into the centre.
- Follow all staff instructions and signage (e.g., fire exits, restricted areas).

### 5. Consequences

These rules are in place to support our coaches, gymnasts and members. If any spectator repeatedly fails to comply with them, we will withdraw your viewing access, and in serious cases instigate unacceptable behaviour in line with our behaviour policy.

### 6. Contact and Feedback

If you have any concerns regarding your child's session, a coach's approach or any other matter, please contact us via [info@wealdgymnastics.com](mailto:info@wealdgymnastics.com) rather than addressing it during/immediately after the session. This ensures we can properly address your concerns and direct them accordingly.