

## **Behaviour Management and Incident Policy**

### **Objective**

The objective of this policy is to ensure a high level of safety to all people at all times in the gymnasium, allowing all gymnasts, coaches and officials to work in, participate in and deliver safe and effective gymnastics lessons. This policy also aims to ensure all coaches, and other personnel are managing the behaviour of participants in a fair, equal and appropriate manner.

### **Scope**

This policy applies to all gymnasts/athletes who actively participate in a Pearl Coast Gymnastics Club program, and those who participate in other activities or programs held by Pearl Coast Gymnastics Club (on-site or off-site). This policy also applies to all attendees of competitions, clinics and workshops.

### **Terms**

'Behaviour Event' – An incident where an athlete has breached the PCGC Behaviour Policy, or Codes Of Conduct

Head Coach – The staff member responsible for handling every day duties related to coaching, behaviour management, parental notifications, etc. The current Head Coach is Amber Rann.

Member Protection Officer – Officer responsible for ensuring the safety and protection of athletes, staff, parents, and other affiliated members of Gymnastics Western Australia. The current Member Protection Officer is Madeline Standing.

### **Policy**

PCGC strives to ensure that all gymnasts have the opportunity to participate in gymnastics lessons in a safe, respectful and harassment-free environment. PCGC believes that all gymnasts must play by the rules and show respect for fellow gymnasts, coaches and officials.

Pearl Coast Gymnastics Club has adopted a Code Of Conduct, outlining the expectations PCGC athletes, coaches, officials, volunteers, spectators, administrators, committee members and other personnel are held to. The PCGC Code Of Conduct document provides clear standards, responsibility's and behaviour expectations to allow the safe, fun environment PCGC strives for. Breach of this policy or the Code Of Conduct will be dealt with by PCGC coaches (for athlete related breaches), by Head Coach (Amber Rann) and by the PCGC committee, if required.

To ensure the environment our athletes train in, compete and have fun in is safe, Pearl Coast Gymnastics Club has adopted a 'zero-tolerance' policy for inappropriate, disruptive, discriminatory, bullying or dangerous behaviour while at PCGC, or at events carried out by Pearl Coast Gymnastics Club (whether on-site or off-site).

To assist coaches to manage difficult and challenging behaviours, the following levels of inappropriate behaviour have been defined with a corresponding procedure to be followed depending on the level of behaviour being exhibited:

### **Levels of Inappropriate Behaviour**

#### **Level A – Start at Step One of Behaviour Management Procedure**

Behaviour: Playing on equipment, displaying disruptive behaviour, not listening to coach instructions, arguing, or distracting others etc.

#### **Level B – Start at Step Two of Behaviour Management Procedure**

Behaviour: Bullying, mildly hurting people (hitting, kicking etc.), extremely disruptive behaviour, other inappropriate behaviour etc.

#### **Level C – Start at Step Three of Behaviour Management Procedure**

Behaviour: Fighting, seriously hurting people, putting themselves or others in danger, causing damage, defacement or vandalism to the gymnasium or school property or in the case of traveling away from Broome, other property.

### **Procedure**

All incidents involving difficult or challenging behaviour will be managed in accordance with this policy and will be appropriately documented. All notifications, discussions, meetings, decisions and consequences regarding inappropriate behaviour must be recorded on the PCGC Behaviour Event Reporting form, and be signed by the class coach and the Head Coach.

The following procedure will be implemented by coaching staff when managing inappropriate behaviours from gymnasts during gymnastics lessons or other PCGC events:

### **Step One – Warning/s**

Coaches must advise the athlete of concern that their behaviour is inappropriate, and won't be tolerated by PCGC. A coach may warn a particular athlete a maximum of three (3) times, before they must proceed to *Step Two*. If the concerned athlete is failing to adjust their behaviour to satisfy coach expectations, *proceed to Step Two (2)*. *Coaches are not required to give a specific number of warnings to a particular athlete before proceeding.*

### **Step Two – Sit Out (5mins)**

Advise the gymnast that their behaviour is not appropriate, that they are in breach of the PCGC Behaviour Management Policy. Remind the concerned athlete of any previous warnings and sit them out. The gymnast is to be seated either on a bench or on the ground in a suitable location (I.e Corner of Gymnasium). Once they are sitting still and no longer engaging with other athletes, begin a 5 minute timer. The coach is to debrief the gymnast, revising why they were warned and sat out. Advise the gymnast that they will be sat out for 10mins if their behaviour continues.

For Level Two (2) behaviour events, a notification to the Head Coach, Senior Coach or Member Protection Officer is required, either immediately or at the completion of the lesson. If the Head Coach is not present, a notification must be made to either the Senior Coach or Member Protection Officer, who is then required to notify the Head Coach. Parent/guardian notification is not required, however is recommended. The Head Coach must then notify the Member Protection Officer, who will log the behaviour event in the Athlete Behaviour Management Software.

### **Step Three – Sit Out (10mins)**

Advise the gymnast that their behaviour is once again not appropriate and will not be tolerated, and that they are in breach of the PCGC Behaviour Management Policy and/or Code of Conduct. Remind the concerned athlete of any previous warnings or sit outs, and sit them out. The gymnast is to be seated either on a bench or on the ground in a suitable location (I.e Corner of Gymnasium). Once they are sitting still for 10 minutes, and not engaging with fellow athletes, the coach is to debrief the gymnast, revise why they were sat out again. Request (if present) the Head Coach to speak to the athlete.

For Level Two (2) behaviour events, where the management of a concerned athlete has reached Step Three (3), a notification to the Head Coach, Senior Coach or Member Protection Officer is required, either immediately or at the completion of the lesson. If the Head Coach is not present, a notification must be made to either the Senior Coach or Member Protection Officer, who is then required to notify the Head Coach. Parent/guardian notification is not required, however is recommended. The coach who conducted the management of the concerned athletes behaviour is also required to complete a PCGC behaviour event reporting form (located in the PCGC office, or available from the Member Protection Officer), and submit said form to the Head Coach and Member Protection Officer. The class coach must complete, sign and submit the form prior to the completion of

their shift, no later. The Head Coach will then assess and review the event, and may choose to take further action if they deem it necessary, before submitting the completed form to the Member Protection Officer. The MPO will then scan the form into secure storage, and enter the Behaviour Event into the PCGC Athlete Behaviour Management Software, and attach a note to the athletes Attendance Profile.

**Step Four – Contact the concerned athletes Parents/guardians, and send the athlete home**

Advise the gymnast that their behaviour is not appropriate, that they are breaking club rules. Tell them to stop. Take gymnast to Senior or Head Coach and sit gymnast out of the class. The gymnast must not interact with any other gymnasts during this time. The Head Coach or senior coach will then contact the concerned athletes parents/guardians via phone, and request the gymnast be collected. For repetitive misbehaviours at Level A and B, coaches will follow the Repetitive Misbehaviour Procedure outlined below. For serious Level C behaviours the gymnast may need to be sat outside and supervised until they are collected. Parents must be notified of Level C behaviours.

For behaviours that reach Step Four (4), an immediate notification to the Head Coach and Member Protection Officer are required. After the incident is dealt with (at the completion of the class, no later), the class coach must fill and sign the PCGC Behaviour Reporting Form and submit to either Head Coach or Member Protection Officer. The Head Coach and Member Protection Officer will follow the same procedure as outlined in Step Three (3). Notification of the behaviour to the committee is at the discretion of the Head Coach ONLY.

**\*All parental notifications (verbal or written) must be recorded on the PCGC Behaviour Reporting Form**

**Repetitive Misbehaviour**

Pearl Coast Gymnastics Club will not tolerate repetitive misbehaviour at gymnastics as this is a distraction for other gymnasts in the class and puts everyone's safety at risk. If a gymnast demonstrates ongoing Level A behaviours, or any incident of behaviour at Level B or C, the following steps will be taken:

1. **Parent meeting** - a preliminary meeting with the gymnasts' parent will be scheduled with the Head Coach, Class Coach and Gymnast, to discuss strategies and inform the parent of the next stage if misbehaviour continues. If appropriate, a written or verbal contract will be made with the gymnast.
2. **Gymnast sent home and parent attends lesson** - If the misbehaviour continues the gymnast will be sent home for the remainder of the lesson. A meeting with parent will be scheduled to discuss strategies and inform the parent of the next stage if behaviour continues. The parent must also be present in the gym for the entire next lesson.

3. **Gymnast sent home, miss one week of lessons and parents attends next lesson** – If the misbehaviour continues the gymnast will be sent home for the remainder of the lesson and will have to miss out on a full week of lessons (no-refund will be given). In order to return the parent must attend a meeting with then Head Coach, Class Coach and Gymnast, to discuss strategies and inform the parent of the next stage if behaviour continues. The parent must also be present in the gym for the entire next lesson.

4. **Gymnast sent home, miss a term of lessons and parents attends next lesson** - If the misbehaviour continues the gymnast will be sent home for the remainder of the lesson and will be suspended for the rest of the term (no-refund will be given). In order to return, the committee must give approval and will indicate if, when and in what manner the gymnast is allowed to return.

Parents must be notified that if misbehaviours continue to occur during gymnastics lessons, the gymnast may not be allowed to represent the club at Regional or State competitions for the rest of that year **or** attend any club events (such as sleep overs etc.) and the gymnast may be suspended for a term of gymnastics.

Pearl Coast Gymnastics Club Head Coach, Member Protection Officer, Vice President and President have the right to evict any athlete, spectators, or parents who breach the the code of conduct in a manner that is extreme and/or jeopardise the safety of staff, athletes and other persons. PCGC also has the right to revoke membership, and deny access to other programs or events if deemed necessary.

## **PCGC Behaviour Reporting Form**

As part of the new 'no-tolerance' approach to behaviour of athletes during class and at other PCGC events, multiple new procedures have been put into place to ensure accurate documentation of poor behaviour is readily available should further action need to be taken. One of these procedures is the PCGC Behaviour Reporting Form. This form is available to all coaches, at all times, and allows reliable, efficient, and timely documentation of Behaviour Events.

A coach is obligated to complete and submit a Behaviour Reporting Form if the Management of an athlete behaviour has reached Step Three (3) or Step Four (4), or if the Head Coach requests the form be completed. Once a coach fills and signs a Behaviour Reporting Form it must be submitted to either a) Head Coach, or b) Member Protection Officer. If submitted to the MPO, they will ensure the ahead Coach receives a copy of the form, and vice versa.

Where a gymnast's behaviour is negatively influencing other gymnasts, any consequences will be at the discretion of the Head Coach, who may request the PCGC Committee to become involved (in serious instances, or excessive repeated misbehaviour).

## **Key Staff**

Amber Rann (Head Coach) – [admin@pearlcoastgymnastics.com.au](mailto:admin@pearlcoastgymnastics.com.au)

Madeline Standring (Member Protection Officer) – [admin@pearlcoastgymnastics.com.au](mailto:admin@pearlcoastgymnastics.com.au)

Please note: The MPO is not directly responsible for punishing athlete behaviour, this is the job of Head Coach. The MPO will observe, advise and document further action taken and Behaviour Events.

## **Review**

This policy will be reviewed by the PCGC Head Coach and/or PCGC Committee no later than 2 years after endorsement.

## **Approved**

PCGC Head Coach

PCGC Member Protection Officer

June 2022