

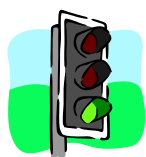
Behaviour Management Policy

Reviewed December 2015

The CHRSL Gymnastics Club is serious about discipline. Gymnastics is a very controlled and disciplined sport due to its high level of difficulty and increased risks from injury or accident.

All gymnasts training within the gymnastics club must follow the rules and guidelines as set out by the Athlete Code of Conduct within the club handbook and club noticeboard.

The club uses a colour-coded system to inform gymnasts of their behaviour standing. Once a gymnast commits a breach they either get allocated yellow, red or black status. Once either red or yellow status has been allocated, it cannot be removed for a probation period of 3 months. Each level carries Disciplinary Sanctions of Consequence.



Good standing

A gymnast who does not breach the rules has had no offences recorded against him/her.

Principle 1: Pursue Athletic Excellence and Development with Pride and Sportsmanship.

Principle 2: Treat People with Respect

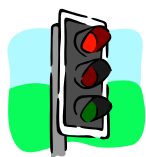
Principle 3: Relate to Staff and Use the Sporting Facilities and Equipment with the Highest Consideration

Principle 4: Understand and Observe the Expectations of being a Community Role Model



Yellow Status Level One - Nuisance Behaviour Sanctions

This includes behaviours that are irritating, unpleasant but not physically dangerous or likely to cause significant damage to the reputation of the Club. Additionally, when considering the incidents, this category will reflect those behaviours that appear to have an unintentional aspect.



Red Status Level Two - Offensive Behaviour Sanctions

This includes behaviours where there may be some physical danger to individuals or property and/or where the behaviour is likely to lead to some damage of the reputation of the Club. Offensive behaviours may also reflect repeat incidents of nuisance behaviours, which in spite of attempts to highlight and make changes, the athlete continues to behave in a manner that breaches the Code. The behaviours in this category will include those that appear to have a negligent aspect.



Black Status Level Three - Serious Misconduct Sanctions

This includes behaviours that may be dangerous to individuals or property and are highly likely to lead to significant damage of the reputation of the Club. The behaviours in this category will include those that appear to have a reckless and/or intentional aspect.

Please Note:

- Stealing of locker money and personal property WILL NOT be tolerated.
- Deliberate damage to equipment or matting items WILL NOT be tolerated.
- No Stickers are allowed on the lockers in the locker room.
- There are security cameras throughout the Gym with all areas under constant surveillance. Any gymnast who is found stealing items or damaging equipment may be suspended for a given time or even banned from the gym.

All Incidents of Reports of Behaviour will have a right to appeal as set out in the Athlete Code of Conduct

BEHAVIOUR	EXAMPLES OF HOW TO MEET THE CODE
<p>Principle 1</p> <p>Pursue excellence with pride and sportsmanship</p>	<p>Athletes must:</p> <p>Attend and comply with drugs in sport seminars. Give acknowledgement and encouragement for the performance of other competitors Work cooperatively with the National Sporting Organisations, appointed coaching and administration staff as they lead and manage your chosen sport.</p> <p>Athletes must avoid:</p> <p>Inappropriate and/or excessive complaints to judges or officials during the entire competition and selection phase. Behaving in excessively haughty and arrogant ways towards other competitors and/or spectators.</p>
<p>Principle 2</p> <p>Treat people with respect</p>	<p>Athletes must:</p> <p>When requested by members external to the Club, always seek to provide a positive and encouraging public comment on the Club, the staff, and the organisation more generally. When engaging in social events maintain a high level of discretion and good judgement in regards to the use of alcohol and other drugs.</p> <p>Athletes must avoid:</p> <p>Behaving in a manner that becomes unlawful, creates a public nuisance, and/or public disturbance. Non-compliance with the cultural norms and expectations of others.</p>
<p>Principle 3</p> <p>Relate to staff and use the facilities and equipment with the highest consideration</p>	<p>Athletes must:</p> <p>Comply with the expected behaviours (e.g. use of footwear, use of equipment) and directions provided by the staff. Be congruent and transparent in the use of scholarship and other financial resources which have been provided to support involvement and development of elite sport activities. Consult with staff of the Club regarding, and working towards, the attainment of athletic excellence and your highest potential.</p>
<p>Principle 4</p> <p>Understand and observe the expectations of being a role model</p>	<p>Athletes must:</p> <p>Abide by both the rules and the spirit of their sport. Be prepared to behave in a positive light when travelling to and from competitions when representing the Club. Exhibit the highest standards of behaviour at Club functions or whenever representing the Club.</p> <p>Athletes must avoid:</p> <p>The intentional, or unintentional, display of excessive dissent with the decisions made by officials. The engagement in, and/or exposure of, damaging private behaviour that has the capacity to detract from the reputation of The Club as an elite sport organisation.</p>

Categories of the Code Levels

To promote consistency in responding to breaches of the Code, breaches have been divided into three categories of behaviour.

Level One - Nuisance Behaviour

This includes behaviours that are irritating, unpleasant but not physically dangerous or likely to cause significant damage to the reputation of the Club. Additionally, when considering the incidents this category will reflect those behaviours that appear to have an unintentional aspect. Examples include, but are not limited to the following:

- Rude behavior while training or when travelling with a Club squad on a bus from the competition venue, including inappropriate language.
- Excessive and inappropriate complaints towards others while training.
- Disruptive behavior during training, including disobeying coaches instructions
- Inappropriate use of training facilities where behaviour will disrupt the training opportunities of other athletes.

Management of Level 1 Breach - Nuisance Behaviour

The Gymsports Coach directly responsible for the athlete, will determine management as a **Time Out** of up to 10 minutes from the squad activity immediately following the offence.

At the end of the Training Session, where possible, the parent/carer will be notified of the breach for discussion.

In the event that this behaviour is repeated during this training session and Time Out is proving ineffective, the Parent/Carer will be notified and the athlete sent out of the program for that session.

Sanctions For Level 1 Breaches

Where the Gymsports Coordinator and the Head Coach determine the athlete is guilty of a level one breach of the Code they will recommend one or more of the following sanctions:

- Dismiss the meeting with an oral reprimand and no further action
- Issue the athlete with a first and final written warning
- Suspend access to scholarship for a specified period
- Except for counselling purposes, ban the athlete from using the Club facilities and services for not longer than a specified period
- Order the athlete to undergo counselling for a specified period.

Level Two - Offensive Behaviour

This includes behaviours where there may be some physical danger to individuals or property and/or where the behaviour is likely to lead to some damage of the reputation of the Club. Offensive behaviours may also reflect repeat incidents of nuisance behaviours, which in spite of attempts to highlight and make changes, the athlete continues to behave in a manner that breaches the Code.

The behaviours in this category will include those that appear to have a negligent aspect. Examples include, but are not limited to the following:

- Ongoing repetitive breaches to the Level 1, Nuisance Behaviour
- Deliberate marking or damaging Club property/equipment such that the intended use of that property/equipment is significantly reduced.
- Damage caused to the facility or related facilities involving Club Activities that requires management to intervene and notify the Club

Management of Level 2 Breach - Offensive Behaviour

When a Level 2 Breach is identified, further investigation will be conducted to ensure that all accounts are accurate.

The athlete with a support person, the Gymsports Coordinator/ Head Coach and the Gymsports Coach agree to complete the disciplinary hearing no less than 14 days from the athlete receiving notice of the alleged breach. The disciplinary hearing will explore the incident and attempt to identify the motivations and underlying factors maintaining the potentially unacceptable

behaviour. The disciplinary hearing environment will encourage the athlete to express their opinion of the incident and the ramifications for the Club and themselves personally.

The Gymsports Coordinator, in writing, will confirm the sanctions to the athlete.

The Gymsports Coordinator collates a copy of the investigation, which reflects the main points covered in the process and files a copy, signed by all parties, to be kept on file.

Sanctions For Level 2 Breaches

Where the group from a disciplinary hearing determine the athlete is guilty of a level two breach of the Code they may recommend any of the level one sanctions and/or any one or more of the following:

- At this point, the athlete can be at risk of being overlooked for future club sponsorship and recommendations for leadership and professional development opportunities.
- Period of Probation to ensure assessment of behavior modification, time determined by the Head Coach and the Gymsports Coach.
- Suspension from Club training for an appropriate period of time determined in consultation with the Head Coach and Gymsports Coordinator.

Level Three - Serious Misconduct

This includes behaviours that may be dangerous to individuals or property and are highly likely to lead to significant damage of the reputation of the Club. The behaviours in this category will include those that appear to have a reckless and/or intentional aspect. Examples include, but are not limited to the following:

- Any behaviour that is found to be harassment or discriminates unfairly against any other person.
- Wilfully participating in any behaviour, which is by law illegal whilst representing the Club.
- Any wilful act such as destruction/obstruction/interference in an activity sponsored and or conducted by the Club.
- Excessive use of alcohol and/or other drugs that leads to behaviour that is deemed unlawful and is made public through various mediums.

Management of Level 3 Breach Serious Misconduct

The Gymsports Coordinator prepares the documentation including:

- a report of the breach
- a letter of advice to the athlete outlining the alleged breach and proposed time to hear the matter
- a copy of relevant information to be forwarded to the Code of Conduct Panel and all parties involved in the action.

The Code of Conduct panel members shall consist of any of the following:

- a Senior member of Castle Hill RSL staff
- External consultants deemed to have pertinent expertise in the area of athlete behaviour
- External consultants who have expertise in an area related to the incident,
- Any other person that the Gymsports Coordinator believes will assist in the conduct of the disciplinary hearing
- The Program Head Coach
- C2K Operations Manager

The Code of Conduct panel will conform with the following two criteria:

- Will have a minimum of two and will not exceed five members, one of whom shall be a person independent of the Club.
- No person implicated in misconduct to be involved in the Code of Conduct panel and review of the potential breach other than to provide evidence pertaining to the incident.

The Code of Conduct panel will conduct the hearing with adherence to the following guidelines:

- Will conduct the hearing in such a manner as the panel determines to be appropriate in the circumstances
- Will conduct the hearing in a timely manner with as little formality as is possible in the circumstances
- May conduct the hearing by telephone or other conference facilities as deemed appropriate
- May examine and cross examine witnesses
- May be legally represented if the athlete is to be so represented

Will allow the athlete alleged to have committed the breach the opportunity to:

- a. Present oral and written submissions to the Code of Conduct panel;
- b. Examine and cross examine witnesses;
- c. Be accompanied by a legal representative and/or other support person;
- d. Call any witnesses necessary for their defence;
- e. Be present throughout the hearing except when the Code of Conduct panel retire to consider their decision.

Within 14 days of the hearing, the Code of Conduct panel will forward to the C2K Operations Manager a written statement of:

- Their findings and
- The recommended sanctions which should be imposed.

Within 14 days of receiving the report of the Code of Conduct panel, the C2K Operations Manager will approve the sanctions recommended or otherwise offer an alternative.

Where an alternative is proposed, the Code of Conduct panel is to reconvene to determine the information provided by the C2K Operations Manager.

Where a matter is returned to the investigative panel for further review, the investigative panel's decision shall be final.

Sanctions For Level 3 Breaches

Where the Code of Conduct panel determines the athlete is guilty of a level three breach of the Code they may recommend any of the level one and two sanctions and/or one or more of any of the following sanctions:

- The athlete is banned from selection to represent the Club for a specific period of which can include a permanent ban.
- Be made ineligible to receive the direct or indirect (including financial and non financial) assistance from the Club for a specified period, which may be permanent.
- Except for counselling purposes, be permanently banned from using the facilities and services of the Club.
- Be ordered to repay financial assistance given to the athlete from the date of the breach of the Code.
- Apply any other appropriate sanction.

Procedures For Responding To A Breach Of The Code

The procedures for responding to breaches of the Code provide a framework. Castle Hill RSL and the athlete should use this framework to manage the case of inappropriate behaviour as governed by the Code.

The following general comments are made in relation to these procedures:

- The rules of evidence do not apply to these investigations.
- Investigation of complaints is not a process of Australian Law.
- Where investigation of an alleged breach is of a serious nature (level 3 breaches and some level 2 breaches), the athlete shall have the opportunity to have legal representative if he/she so desires, the athlete shall notify the investigative panel of the legal representation at least seven days prior to the hearing commencing.
- Where an athlete elects to have legal representation, the investigative panel shall have the discretion to also be represented.
- Where permission is given to lodge an appeal, the determination of the panel shall be final.

A breach is defined as any behaviour which, when reviewed by the Club, is deemed to have contravened any clause contained within the Code. In the application of the Code, there will be three levels of a breach ranging from minor (i.e. Nuisance behaviour) to intermediate (i.e. Offensive behaviour), to major (i.e. Serious misconduct). The differentiation between levels will determine the processes that will be commenced and give some indication as to the severity of sanctions.

Specific factors to consider as part of determining the appropriate response to an alleged breach of the Code include:

- The nature of the behaviour and the level of incident.
- The impact of the behaviour on the wellbeing of the athlete and those affected by the behaviour.
- The extent to which the incident will threaten the reputation of the Club.

- The level of disruption to staff members and/or use of the facility and equipment of the Club.
- The competition, training, and natural age of the elite athlete.
- Historical and personal characteristics of the elite athlete and the incident.
- Whether the alleged behaviour was a first or one of a series of repeated incidents where a pattern appears to emerge to describe the motives of the elite athlete.

Process for Investigating Complaints

Where Castle Hill RSL receives information that an athlete may have committed a breach of the Code, the Gymsports Coordinator in conjunction with any other Club staff will investigate the matter. The Gymsports Coordinator may consult affected/interested parties about their participation in any investigation. In consultation with the Program Head Coach, C2K Operations Manager, and any other senior staff, the Gymsports Coordinator will determine the severity of the breach and commence the process as outlined following.

The Gymsports Coordinator will commence a process in accordance with specific procedures if the Gymsports Coordinator receives a formal complaint or reasonably believes that an athlete may have committed a breach of the Code, OR receives a notice from a National Sporting Organisation (NSO) or State Sporting Organisation (SSO) of a breach of the Club Code or that body's Code,

The Gymsports Coordinator will send the athlete a notice (infraction notice) via registered mail with a confirmation receipt which:

- notifies the athlete of the alleged breach of the Code and the basis of such allegations clearly stipulates the level and implied seriousness by which the Club views the breach
- outlines the process for investigating the matter
- advises the athlete when and where the matter shall be heard and allows the athlete at least 14 days notice before hearing the matter
- advises the athlete that, should they fail to attend the hearing or to make alternative arrangements within 3 days of receiving the notice, a Athlete Code of Conduct panel may hear the matter in absentia or alternatively, the Club may apply a sanction in accordance with clauses "sanctions for Level 1,2 or 3 Breach"
- encloses a copy of the Code.

Repeat Breaches of The Code

Where a breach is deemed to be of the same severity but is committed within 12 months of the previous breach the sanctions available for the subsequent breach will be those available in the subsequent category. For example, where a complaint if a second level 1 breach is received within 12 months, this will permit the investigation panel to impose one or any of the sanctions in level 1 and level 2.

Right of Appeal

An athlete found guilty of a serious breach shall have the right to appeal in writing to the investigation Committee within 14 days of being notified of the panel's decision.

Grounds for appeal shall be limited to due process errors.

Where permission is given to hear an appeal a new Code of Conduct panel shall be appointed, where the panel shall consist of at least three members, one of whom shall be independent of the Club and two of whom shall be different from the members who heard the breach at first instance.