



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB BEHAVIOUR MANAGEMENT POLICY

POLICY NAME: Springwood Boys and Girls Club Behaviour Management Policy

DATE OF ISSUE: January 2015

DATE OF REVIEW: January 2017

CONTROLLING BODY: Springwood Boys and Girls Club - Management Committee

1. STATEMENT OF COMMITMENT

Springwood Boys and Girls Club is committed to treating all participants in gymnastics with respect and dignity.

Springwood Boys and Girls Club is committed to providing an environment focused on the rights of young people to enjoy themselves and develop social and physical skills.

Springwood Boys and Girls Club is committed to a gymnastics environment which is free of verbal and physical abuse.

Springwood Boys and Girls Club is committed to providing a supportive environment for administrators, coaches, judges and volunteers to enable them to do their jobs.

2. OBJECTIVES

The objectives of Springwood Boys and Girls Club' Behaviour Management Policy is to:

- Provide a safe and enjoyable environment for young people, parents, administrators, coaches, judges and volunteers.
- Establish standards of behaviour expected of members.
- Establish a procedure for dealing with breaches of the codes of behaviour.

3. POLICY COVERAGE

Springwood Boys and Girls Club Behaviour Management Policy covers all daily activities, competitions/events, Gymsport programs, membership programs and/or services governed by Springwood Boys and Girls Club.

4. POLICY APPLICATION

The policy applies to all athletes and their parents, coaches, judges, employees, administrators, volunteers, and members of Springwood Boys and Girls Club. Adoption of this policy will ensure

anyone who is found to be in breach of the codes of behaviour or ethics are dealt with appropriately.

5. ROLES AND RESPONSIBILITIES

Coaches

The role of coaches at Springwood Boys and Girls Club is to:

- Prepare and conduct sessions based on sound coaching principles.
- Develop the fundamental techniques of gymnastics.
- Promote the principles and practices of the codes of behaviour.
- Cater for varying levels of ability so that all young people get a fair go.
- Provide equal opportunities for all participants.
- Educate young people and parents on health and safety in sport.
- Be a positive role model.
- Discourage inappropriate behaviour.

The responsibility of coaches at Springwood Boys and Girls Club is to:

- Become and remain accredited with the National Coaching Accreditation Scheme (NCAS).
- Agree to abide by the Springwood Boys and Girls Club' coach code of behaviour and ethics.
- Undergo a child protection check by the Commission for Children and Young People.
- Set realistic standards and objectives for young people.
- Provide a safe environment for training and competition.
- Keep up-to-date with gymnastics coaching developments.
- Enforce this Behaviour Management Policy.

Parents/Guardians

The role of parents/guardians at Springwood Boys and Girls Club is to:

- Support and encourage their child to participate in gymnastics.
- Allow their child to participate only if they are well and healthy.
- Encourage their child to participate for the enjoyment of gymnastics.
- Support their child to develop social and physical skills through gymnastics.
- Promote and abide by the Springwood Boys and Girls Club' parent/guardian code of behaviour.
- Be courteous when communicating with coaches, judges and administrators.
- Be a positive role model.
- Discourage inappropriate behaviour.

Spectators

The role of spectators at Springwood Boys and Girls Club is to:

- Show appreciation for good performance by all participants (including opposing participants).
- Refrain from ridiculing or yelling at participants for making a mistake or not winning a competition.
- Promote respect of officials' decisions and teach participants to do likewise.
- Allow fellow spectators the respect they deserve in their viewing of the class/event
- Promote and abide by the Springwood Boys and Girls Club' Spectator code of behaviour.
- Be courteous when communicating with coaches, judges and administrators.
- Be a positive role model
- Discourage inappropriate behaviour.

Judges

The role of judges at Springwood Boys and Girls Club is to:

- Apply the rules of gymnastics in a competition situation.
- Promote and enforce the principles and practices of the codes of behaviour.

- Ensure the spirit of gymnastics is not lost by the strict application of rules.
- Be a good role model.
- Discourage inappropriate behaviour.

The responsibility of judges at Springwood Boys and Girls Club is to:

- Become and remain accredited with the National Officials Accreditation Scheme (NOAS).
- Agree to abide by the Springwood Boys and Girls Club' judge's code of behaviour and ethics.
- Undergo a child protection check by the Commission for Children and Young People.
- Keep up-to-date with rule modifications.
- Keep informed of sound officiating principles that take account of young peoples growth and development.
- Be consistent, courteous and helpful to all participants.
- Discourage inappropriate behaviour.

Committee Members

The role of the Committee at Springwood Boys and Girls Club is to implement this policy by:

- Ensuring that everyone involved in gymnastics emphasises fair play, and not winning at all costs.
- Providing all members with a copy (or with access to) of this policy and other club information in an easy-to-read format.
- Ensuring that this policy and other club information is easily accessible to all members.
- Ensuring that all coaches and judges have the relevant accreditations and have undergone a child protection check by the Commission for Children and Young People.
- Providing education and training opportunities for parents, coaches, judges and volunteers.
- Helping coaches and judges highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- Implementing the procedure for dealing with breaches of the codes of behaviour.
- Ensuring that equipment, facilities and rules are safe and appropriate to the ability level of participants.
- Keeping informed of all gymnastics modifications, changes and requirements, and informing members including coaches and judges in a timely manner.
- Making it clear that abusing young members in any way is unacceptable and will result in disciplinary action.
- Respecting the rights, dignity and worth of every member regardless of their gender, ability, cultural background or religion.
- Agree to abide by the Springwood Boys and Girls Club' Committee's code of behaviour.
- Being a positive role model.

Gymnasts

The role of Gymnasts at Springwood Boys and Girls Club is to:

- Agree to abide by the Springwood Boys and Girls Club' participant code of behaviour.
- Be courteous and cooperative when communicating with coaches, judges and committee members.
- Be a positive role model.

6. CODES OF BEHAVIOUR

- All involved in Springwood Boys and Girls Club will abide by the codes of behaviour, which outlines the minimum standard of behaviour expected of members.
 - Coach Code of Behaviour – see Appendix 2
 - Parent/Guardian Code of Behaviour – see Appendix 3
 - Spectator Code of Behaviour – see appendix 4
 - Judge Code of Behaviour – see Appendix 5
 - Committee's Code of Behaviour – see Appendix 6
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- Participant Code of Behaviour – see Appendix 7.
- Coaches and judges will also abide by the codes of ethics as endorsed by the National Coach Accreditation Scheme (NCAS), the National Officials Accreditation Scheme (NOAS) and adopted by Springwood Boys and Girls Club.
 - Coaches Code of Ethics– see Appendix 8.
 - Official’s Code of Ethics – see Appendix 9.
- Springwood Boys and Girls Club will conduct information sessions to inform coaches, parents/guardians, judges, administrators and gymnasts of their roles, responsibilities and the codes of behaviour and ethics as required.

7. POLICY BREACHES AND CONSEQUENCES

Disciplinary action will be taken by Springwood Boys and Girls Club against anyone who is found to be in breach of the codes of behaviour or ethics contained in this policy.

Disciplinary action will be administered in a three-phase education process designed to assist members with defining their role at Springwood Boys and Girls Club. The three phases dealing with breaches are designed to provide ample opportunity for correcting undesirable behaviour in a continual education process.

Phase one – Club to counsel member.

Phase one applies to the first breach of a code of behaviour or ethics.

- The relevant personnel will provide Springwood Boys and Girls Club Executive Committee with an incident report (see Appendix 8) advising of a breach of a code.
- The Executive Committee will inform the offender in writing, detailing the breach and the consequences and to educate the offender about the behaviour permitted at Springwood Boys and Girls Club. Offender will be informed of phases two and three. A copy will be provided to the Management Committee to inform them that phase one has been initiated.
- Where the offender could not be identified, the Executive Committee will assume responsibility to identify offender and implement phase one.
- Action may proceed to phase two at the discretion of Springwood Boys and Girls Club if breach of codes deemed to be a serious nature (For example, obscene language, threatening behaviour, any form of racial vilification or physical acts, harassment of a judge).

Phase two – Offender suspended from attending classes, competitions and activities.

Phase two applies to the second breach of a code of behaviour or ethics in a 12-month period.

- The relevant personnel will provide Springwood Boys and Girls Club Executive Committee with an incident report advising of a second breach of a code.
- The Executive Committee will inform the offender in writing, detailing the breach and the consequences. Offender will be informed of phase three. A copy will be provided to the Management Committee to inform them that phase two has been initiated.
- Offender will be suspended from attending classes, competitions and activities for a period deemed reasonable by the Executive Committee and in line with the severity of the misconduct and age of offender.

Phase three – Membership removed.

Phase three applies to the third breach of a code of behaviour or ethics in a 12-month period.

- The relevant personnel will provide Springwood Boys and Girls Club Executive Committee with an incident report advising of a third breach of a code.
- The Executive Committee will inform the offender in writing, detailing the breach and advising that club membership has been removed. A copy will be provided to the Management Committee to inform them that phase three has been initiated.
- Once membership has been removed the offender and the associated member will not be permitted to participate in any gymnastics affiliated with Springwood Boys and Girls Club.

- Member can apply to Springwood Boys and Girls Club for membership renewal at the start of the next year. Renewal will be at the discretion of Springwood Boys and Girls Club.

Monitoring and reporting

The relevant personnel will provide all incident reports (see Appendix 10) to the Executive Committee on a needs basis. The Executive Committee will provide a summary sheet to the Management Committee on a needs basis using the template provided at Appendix 11.

Records retained should be kept for an initial period of 12 months and should include :

- a record of misconduct and breach of policy
- a record of the action taken
- records of interviews taken;
- information revealed and facts identified

8. CONFIDENTIALITY

The Springwood Boys and Girls Club management and officers responsible for implementing this Behaviour Management Policy will keep confidential the names and details related to breaches of the codes of behaviour and ethics unless disclosure is necessary as part of the disciplinary or corrective process.

Signature
 President Date

Signature
 Employee Representative Date

9. APPENDICES

APPENDIX 1: General Code of Behaviour



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB

GENERAL CODE OF BEHAVIOUR

As a member of the Springwood Boys and Girls Club, Gymnastics NSW, Gymnastics Australia, or an affiliated club, you must meet the following requirements in regard to your conduct during any activity or event held by these Associations or in any role you hold with the club:

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealings with others..
3. Be professional in, and accept responsibility for your actions.
4. Make a commitment to providing quality service.
5. Be aware of, and maintain an uncompromising adherence to the club's standards, rules, regulations and policies.
6. Operate within the rules of the sport including national and international guidelines, which govern the club.
7. Do not use your involvement in the club to promote your own beliefs, behaviours or practices where these are inconsistent with those of the club.
8. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
9. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
10. Refrain from any form of harassment of others.
11. Refrain from any behaviour that may bring the club into disrepute.
12. Provide a safe environment for the conduct of the activity.
13. Show concern and caution towards other people who may be sick or injured.
14. Be a positive role model.
15. Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB COACH CODE OF BEHAVIOUR

In addition to Springwood Boys and Girls Club General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Springwood Boys and Girls Club, Gymnastics NSW, Gymnastics Australia, or an affiliated club and in your role as a coach appointed by Springwood Boys and Girls Club:

1. Respect the rights, dignity and worth of others.
2. Do not tolerate acts of aggression.
3. Provide feedback to gymnasts and other participants in a manner sensitive to their needs. Avoid overly negative feedback.
4. Recognise gymnasts' rights to consult with other coaches and advisers. Cooperate fully with other specialists (for example, sports scientists, doctors and physiotherapists).
5. Treat all gymnasts fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
6. Encourage and facilitate gymnasts' independence and responsibility for their own behaviour, performance, decisions and actions.
7. Involve gymnasts in decisions that affect them.
8. Encourage gymnasts to respect one another and to expect respect for their worth as individuals regardless of their level of participation.
9. Ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of the gymnasts.
10. Ensure any physical contact with gymnasts is appropriate to the situation and necessary for the gymnast's skill development.
11. Be acutely aware of the power that you as a coach develop with your gymnasts in the coaching relationship and avoid any sexual intimacy with gymnasts that could develop as a result.
12. Avoid situations with your gymnasts that could be construed as compromising.
13. Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances.
14. Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your gymnasts.
15. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
16. Know and abide by rules, regulations and standards, and encourage gymnasts to do likewise. Accept both the letter and the spirit of the rules.
17. Be honest and ensure that qualifications are not misrepresented.
18. Should the coach become aware of a safety hazard within the club (eg: faulty equipment) the equipment must be take out of use immediately and report the fault to the Head Coach. The equipment must be clearly marked as being unsafe / out of use.



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB

PARENT/GUARDIAN CODE OF BEHAVIOUR

As a parent/guardian of a participant in any activity held by or under the auspices of Springwood Boys and Girls Club, Gymnastics NSW, Gymnastics Australia, or an affiliated club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the rights, dignity and worth of others.
2. Remember that your child participates in sport for their own enjoyment, not yours.
3. Focus on your child's efforts and performance rather than winning or losing.
4. Never ridicule or yell at your child and other children for making a mistake or losing a competition.
5. Show appreciation for good performance by all gymnasts, including gymnasts from other teams.
6. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as your words and actions are an example.
7. Respect officials' decisions and teach children to do likewise.
8. Do not physically or verbally abuse or harass anyone associated with the sport (player, coach, judge and so on).
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
10. Be a positive role model.
11. Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.
12. Should anyone become aware of a safety hazard within the club (eg: faulty equipment) the equipment must be taken out of use immediately and report the fault to the Head Coach. The equipment must be clearly marked as being unsafe / out of use.'



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB SPECTATOR CODE OF BEHAVIOUR

As a spectator of any activity held by or under the auspices of Springwood and District Citizens Boys and Girls Club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the rights, dignity and worth of others.
2. Focus on the participants' efforts and performance rather than winning or losing.
3. Never ridicule or yell at participants for making a mistake or not winning a competition.
4. Show appreciation for good performance by all participants (including opposing participants).
5. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as your words and actions are an example.
6. Respect officials' decisions and teach participants to do likewise.
7. Do not physically or verbally abuse or harass anyone (participant, coach, judge, administrator, etc). Report those that do to the relevant party.
8. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
9. Be a positive role model.
10. Check on the appropriate club or state bodies' policy on photography of participants before taking photos.
11. Allow fellow spectators the respect they deserve in their viewing of the class/event.
12. Be aware of the repercussions that any breaches of this code of behaviour may incur.
13. Should anyone become aware of a safety hazard within the club (eg: faulty equipment) the equipment must be take out of use immediately and report the fault to the Head Coach. The equipment must be clearly marked as being unsafe / out of use.



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB

JUDGE CODE OF BEHAVIOUR

In addition to Springwood Boys and Girls Club General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Springwood Boys and Girls Club, Gymnastics NSW, Gymnastics Australia, or an affiliated club and in your role as an official appointed by Springwood Boys and Girls Club.

1. Modify rules and regulations to match the skill levels and needs of young people.
2. Compliment and encourage all participants.
3. Be consistent, objective and courteous when making decisions.
4. Condemn unsporting behaviour and promote respect for all opponents.
5. Emphasise the spirit of the game rather than the errors.
6. Encourage and promote rule changes, which will make participation more enjoyable.
7. Be a good sport yourself. Actions speak louder than words.
8. Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
9. Remember, you set an example. Your behaviour and comments should be positive and supportive.
10. Place the safety and welfare of the participants above all else.
11. Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB

COMMITTEE CODE OF BEHAVIOUR

In addition to Springwood Boys and Girls Club General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Springwood Boys and Girls Club, Gymnastics NSW, Gymnastics Australia, or an affiliated club and in your role as an administrator appointed by Springwood Boys and Girls Club:

1. Involve young people in planning, leadership, evaluation and decision making related to the activity.
2. Give all young people equal opportunities to participate.
3. Create pathways for young people to participate in sport not just as a gymnast but as a coach, referee, administrator etc.
4. Ensure that rules, equipment, and training schedules are modified to suit the age, ability and maturity level of young gymnasts.
5. Provide quality supervision and instruction for junior gymnasts.
6. Remember that young people participate for their enjoyment and benefit. Do not overemphasize awards.
7. Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
8. Ensure that everyone involved in junior sport emphasizes fair play, and not winning at all costs.
9. Give a code of behaviour sheet to spectators, officials, parents, coaches, players and the media, and encourage them to follow it.
10. Set an example. Your behaviour and comments should be positive and supportive.
11. Support implementation of the Junior Sport Framework.
12. Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
13. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
14. Be a role model for gymnastics and act in a manner that does not negatively affect the image or reputation of Springwood Boys and Girls Club and the sport of gymnastics generally.
15. Make Safety a priority within our club and demonstrate this by reporting hazards, helping to prevent unsafe situations or behaviour, promoting safety within our club and ensuring that Safety remains a standing item at all Committee Meetings.



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB

PARTICIPANT CODE OF BEHAVIOUR

In addition to Springwood Boys and Girls Club General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Springwood Boys and Girls Club, Gymnastics NSW, Gymnastics Australia, or an affiliated club and in your role as a participant in any activity held by or under the auspices of Springwood Boys and Girls Club, Gymnastics NSW, Gymnastics Australia, or an affiliated club:

1. Respect the rights, dignity and worth of fellow gymnasts, coaches, officials and spectators.
2. Do not tolerate acts of aggression.
3. Respect the talent, potential and development of fellow gymnasts and competitors.
4. Care for and respect the equipment provided to you as part of your program.
5. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
6. At all times avoid intimate relationships with your coach.
7. Conduct yourself in a professional manner relating to language, temper and punctuality.
8. Maintain high personal behaviour standards at all times.
9. Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
10. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
11. Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.
12. Should anyone become aware of a safety hazard within the club (eg: faulty equipment) the equipment must be take out of use immediately and report the fault to the Head Coach. The equipment must be clearly marked as being unsafe / out of use.



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB

COACHES CODE OF ETHICS

1. Respect the rights, dignity and worth of every human being.
2. Ensure the athlete's time spent with you is a positive experience.
3. Treat each athlete as an individual.
4. Be fair, considerate and honest with athletes.
5. Be professional and accept responsibility for your actions.
6. Make a commitment to providing a quality of service to your athletes.
7. Operate within the rules and spirit of gymnastics.
8. Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development.
9. Refrain from any form of physical abuse towards your athletes.
10. Refrain from any form of harassment towards your athletes.
11. Provide a safe environment for training and competition.
12. Show concern and caution towards sick and injured athletes.
13. Be a positive role model for your sport and athletes.
14. Adhere to the Australian Sports Commission's and Gymnastics Australia's Anti-Doping Policy.



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB

OFFICIAL'S CODE OF ETHICS

1. Place the safety and welfare of the participants above all else.
2. Accept responsibility for all actions taken.
3. Be impartial.
4. Avoid any situation which may lead to a conflict of interest.
5. Be courteous, respectful and open to discussion and interaction.
6. Value the individual in sport.
7. Seek continual self-improvement through study, performance appraisal, and regular updating of competencies.
8. Encourage inclusivity and access to all areas of officiating.
9. Be a positive role model in behaviour and personal appearance.
10. Do not harass athletes.
11. Show concern and caution towards sick and injured athletes.



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB

HALL HIRER'S CODE OF ETHICS

As the licensed Hall Hirer responsible for activities held within the Club House and Grounds of the Springwood and District Citizens Boys and Girls Club, during approved session times, you must meet the following requirements in regard to your conduct during any such activity or event:

1. The hirer must have their own public liability insurance, which must be sighted by the club's representative before use of the club's premises can begin.
2. The hirer will only occupy the allotted space on the premises for the time period shown in their acceptance letter or verbal agreement made with our Official Representative.
3. The hirer will not enter the hall at any other time, except to attend other club related activities or activities run by another hall hirer.
4. The key provided is NOT to be given to any other individual at any time.
5. The kitchen is not to be used by the hirer unless specific written permission is granted.
6. The hirer will provide their own First Aid Kit and treatment in the event of any injury to persons who are associated with the hirer's activity.
7. The hall must be left in the same state of cleanliness as found at the beginning of the session.
8. Club equipment is not to be used unless specifically stated in their acceptance letter.
9. The hirer must ensure inappropriate footwear and/or equipment (ie high heels) are not worn or used on sprung floor.
10. The hirer must pay for any damage to club property occurring during the hirer's session.
11. **NO SMOKING AND/OR ALCOHOL IS ALLOWED ON THE PREMISES OR ANYWHERE ON THE GROUNDS.**
12. On vacating the premise when required to lock up, all lights must be switched off, emergency doors securely locked all windows closed and locked, the front door locked and all gates shut and padlocked.
13. Hall Hirer to notify the club's representative via email if they encounter issues in and around the clubhouse as soon as possible after the event. Eg. Lights left on, gates/doors found unlocked.

APPENDIX 11: Incident Report Form



SPRINGWOOD BOYS AND GIRLS CLUB INCIDENT REPORT FORM

OFFENDER'S DETAILS

Name:	
Club (if relevant):	
Team (if relevant):	
Address:	
Contact Number(s):	

INCIDENT DETAILS

Date of Incident:	
Time of Incident:	
Location/Venue:	
Which Code Was Breached: <input type="checkbox"/> Code of Behaviour – Coach <input type="checkbox"/> Code of Behaviour – Judge <input type="checkbox"/> Code of Behaviour – Gymnast <input type="checkbox"/> Code of Ethics – Official <input type="checkbox"/> Code of Behaviour – Parent/Guardian <input type="checkbox"/> Code of Behaviour – Administrator <input type="checkbox"/> Code of Ethics – Coach	
Brief Overview of the Incident: <i>Example: Mr Jo Gymnast was heard yelling loudly at the other competing gymnasts while watching his son participate at the Springwood Boys and Girls Club Championships.</i>	
Steps Taken at the Time of the Incident to Correct the Behaviour: <i>Example: Mr Club Manager, who was present at the time, quietly advised Mr Gymnast that his behaviour was inappropriate and in breach of the club's behaviour management policy.</i>	

ACTION TAKEN

Date:	
Time:	
Forum: <i>Example: Regular club meeting; special disciplinary hearing.</i>	
Details of Action Taken (as per Section 7 of Behaviour Management Policy) <i>Example: Mr Gymnast was advised he had committed a phase 1 breach of the Behaviour Management Policy. He was counselled about his actions by the club manager and advised that future breaches could result in him not being allowed to attend competitions.</i>	
Status: <input type="checkbox"/> Dealt with at organisation level <input type="checkbox"/> Referred on to Gymnastics NSW	
Name of Delegated Officer:	
Position:	
Signature:	

APPENDIX 11: Breach Summary Sheet



**SPRINGWOOD BOYS AND GIRLS CLUB BREACH SUMMARY SHEET
January 2015**

Date of Incident	Name of Offender	Breach Code	Action Taken
<i>Example: 28/10/15</i>	<i>Ms Jo Gymnast</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 6 <input type="checkbox"/> 3 <input type="checkbox"/> 7 <input type="checkbox"/> 4	<i>Mr Gymnast was counselled about his actions by the club manager and advised that future breaches could result in him not being allowed to attend competitions.</i>
		<input type="checkbox"/> 1 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 6 <input type="checkbox"/> 3 <input type="checkbox"/> 7 <input type="checkbox"/> 4	
		<input type="checkbox"/> 1 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 6 <input type="checkbox"/> 3 <input type="checkbox"/> 7 <input type="checkbox"/> 4	
		<input type="checkbox"/> 1 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 6 <input type="checkbox"/> 3 <input type="checkbox"/> 7 <input type="checkbox"/> 4	
		<input type="checkbox"/> 1 <input type="checkbox"/> 5 <input type="checkbox"/> 2 <input type="checkbox"/> 6 <input type="checkbox"/> 3 <input type="checkbox"/> 7 <input type="checkbox"/> 4	
Name of Delegated Officer:			
Position:			
Signature:			

Breach Codes:

- | | |
|--|--------------------------------|
| 1. Code of Behaviour – Coach | 5. Code of Behaviour – Gymnast |
| 2. Code of Behaviour – Parent/Guardian | 6. Code of Ethics – Coach |
| 3. Code of Behaviour – Judge | 7. Code of Ethics – Official |
| 4. Code of Behaviour – Administrator | |