



## **CODE OF CONDUCT AND CLUB SAFETY RULES FOR ALL MEMBERS, STAFF AND VOLUNTEERS**

The Pulman Recreation Centre is committed to everyone's experience, success, and development within a caring, responsive, and safe environment. Pulman Recreation Centre works to ensure that all individuals have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with others in the club's community.

The Gymnastics New Zealand codes of conducts (found in PRC H & S Manual) describe the positive behaviours expected of individuals within the community. The below provides for the Centre safety rules for individuals and expectations of appropriate behaviour.

### **Code of Conduct**

In addition to the Gymnastics New Zealand suite of documents including the Participant Code of Behaviour and General Code of Behaviour, Pulman Recreation Centre provides the following information:

#### **General Behaviour**

- Be aware of and obey all Centre and Club (CMG) policies and rules.
- Be punctual and ready to work efficiently.
- Attend trainings regularly.
- Work cooperatively and diligently at training and/or in your workspace.
- Respect the rights of all persons within the Club including peers, staff, and parents.
- Respect and take pride in the club's physical facilities.
- Respect the ethnic diversity of our club community.
- Always behave in a safe and responsible manner.
- Speak respectfully to each other – no use of profanity or speaking aggressively.
- Refrain from any form of intimidation, harassment, discrimination, bullying\* and or abuse of others. \* Bullying includes but is not limited to physical or verbal intimidation, verbal harassment, and cyber bullying (as defined below), occurring on or off Bruce Pulman Park.
- Not be in possession of, or under the influence of, drugs and/or alcohol.
- Gymnasts are to warm up and train without interfering with other members of the Centre. Interference may be such behaviour as inconsiderate running through and into equipment areas, removing mats or equipment without the Coach's agreement, excessive noise, or rowdiness. Running in the gym (unless under the instruction of the coach as a part of your programme) is not permitted at any time. All care is to be taken to avoid collision with another participant and/or equipment.
- Food is to be eaten in the mezzanine area only, not in the gymnasium. Chewing gum is not allowed at any time on the premises.
- Gymnasts should tell their coach if they feel unsafe or unwell.
- Bathroom/toilet visits should be made before the commencement of your session and in any break, time allocated by the coach. Should a gymnast require the toilet during training, please make sure to let the coach know.

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In the best interests of club culture Pulman Recreation Centre takes incidences of bullying and harassment seriously and may result in the membership being withdrawn, suspended, or terminated.

### **Cyber-bullying:**

The Pulman Recreation Centre code of conduct includes responding to the rising use of technology through text messaging, cell phones, cameras, and online bullying.

Cyber bullying can be defined as sending or posting harmful or malicious messages or images through e-mail, instant messages, cell phones, and websites. These include but are not limited to: YouTube and social networking sites such as Facebook, SnapChat, TikTok, Instagram, and Twitter. Cyber bullying through text, pictures or film clips, and inappropriate Internet use can have a direct impact on participants and staff but often occurs away from Club facilities.

Examples of cyber bullying include:

- Sending cruel, vicious, and sometimes threatening messages,
- Creating web sites that contain stories, cartoons, pictures, and jokes ridiculing others,
- Posting film clips or pictures of participants/staff online with intent to embarrass them,
- Breaking into an e-mail account and sending vicious or embarrassing material to others,
- Engaging in IM (instant messaging) to trick another person into revealing sensitive or personal information and forwarding that information to others, or manipulation of others through anonymous messages, and
- Taking a picture of a person using a digital phone or camera, and either posting or sending that picture electronically to others without consent.

Cameras, cell phones and all other electronic devices are not to be used at Pulman Recreation Centre during training sessions to record images unless authorised by the coach for training purposes. Members and/or families are not to, at any time, post photographs or video clips taken at Pulman Recreation Centre on any website or social networking sites without the express permission of the Centre Manager, coach, and the person(s) involved.

### **Reporting for and leaving Gym sessions**

- Gymnasts are not to enter the gymnasium area until invited by their coach at their session time.
- Gymnasts are to report to their coach at the start of their scheduled session (coaches will call gymnasts from the mezzanine floor to avoid congestion in the foyer).
- Gymnasts may not leave the building or gymnasium without the coach's permission. This includes leaving to gather equipment/belongings from bags, taking a drink, talking with parents, using the toilet facilities.
- Parents/caregivers must collect gymnasts from inside the gymnasium. Please note that the car park gets busy at times and it is a matter of safety that gymnasts do not leave the building until accompanied by a care giver.
- Coaches are required to ensure each gymnast has been collected, or is supervised by another coach or senior gymnast, prior to their departure.

### **Use of Equipment**

- Coaches are to check for hazards at each equipment station and check that all equipment is safe for use prior to allowing gymnasts onto the equipment.
- Coaches should immediately cease use of equipment that is deemed unsafe and advise management immediately (providing the hazard identification form with full information added).

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- Coaches should ensure all necessary safety mats or spotting equipment (if required) is in place prior to allowing gymnasts onto the equipment.
- Gymnasts may only use the equipment during their scheduled session and under the supervision of a coach.
- Gymnasts must at no time use the equipment belonging to other codes unless express permission has been given and the equipment is used under supervision by a coach.
- Gymnasts are to check with their coach before going on equipment and are not to attempt any skill that they have not received the appropriate skill development for.
- Gymnasts are required to move/place/store equipment at the request of a coach.
- Coaches are to ensure equipment is put away in the correct place after each session or use.

#### **Use of Pulman Recreation Centre Facilities**

- Kitchen/Toilets/Changing Rooms – please report any hazards identified to the office immediately.
- Kitchen – please ensure you clean up any dishes and or wipe up any spillages after use.
- Rubbish – like many schools, Pulman Recreation Centre has a no rubbish bin plan – members or users of the facility are asked to remove all rubbish when leaving the facility.
- Toilets/Changing Rooms - please do not place sanitary items or hand towels down any toilet at Pulman Recreation Centre – please use the hygiene bins provided.
- Toilets/Changing Rooms – please respect these areas and keep them tidy. Should the toilet area need attention please contact one of the admin or coaching staff if the office is shut.

