



### **Salto Gymnastics Club: Administration and Reception Team Code of Conduct**

- Display consistently high standards of behaviour and appearance, dressing in appropriate uniform and not using inappropriate language at any time whilst involved with club activities.
- Maintain an understanding of Health and Safety issues. Report any possible hazards to appointed Health and Safety Officer
- Be familiar with what is expected of you as a Staff member during an emergency evacuation procedure and act accordingly.
- Take appropriate action if he or she reasonably suspects that a participant or groups of participants are being subjected to bullying in the gymnasium.
- Understand and adhere to the Salto Gymnastics Club & British Gymnastics Social Media Policy &
- Safeguarding & Protecting Children Policy. (Copy given at Induction and a copy available on request or through your British Gymnastics Portal)
- Treat all information of a personal nature about individual gymnasts as confidential, except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
- Never encourage or condone Gymnasts, Volunteers, Officials or Parents to violate the rules of the club or the sport and report any violations appropriately.

Administration/Reception team Acknowledgment:

Full Name:

Address:

By signing the above, you agree to the following: Agree to the following terms:

- (a) I agree to abide by the rules and regulations carried out in the Salto Gymnastics Club Code of Conduct.
- (b) I acknowledge that Salto Gymnastics Management may take disciplinary action against me if I breach the Salto Gymnastics Club Code of Conduct.
- (c) I acknowledge that disciplinary action against me may include removal from my Official duties.

Signature

Date: