

# Complaints and Discipline Procedure

Vortex Gymnastics Club is affiliated with Gymnastics Ireland (GI) and is bound by the GI Procedures for complaints, disciplinary issues and Membership suspensions and expulsions.

Vortex Gymnastics Club places the welfare and safety of its members as the highest priority.

The Club has a designated team of Health, Safety and Welfare Officers. Grievances and suspicions of poor practice should be directed to the club email [vortexgymnastics@gmail.com](mailto:vortexgymnastics@gmail.com)

Matters will be dealt with confidentially and only those who need to know will be informed.

The Gymnastics Ireland procedures for dealing with complaints will be followed and if an issue cannot be suitably addressed at club level, the Gymnastics Ireland procedures will be implemented.

A copy of the Gymnastics Ireland Complaints and Discipline policies and related documents are available from <https://www.gymnasticsireland.com/about/structure-policy/complaints-discipline>

## COMPLAINTS AND GRIEVANCES

All complaints or grievances must be sent to the club by email [vortexgymnastics@gmail.com](mailto:vortexgymnastics@gmail.com)

Any complaint or issue raised has to be documented and recorded by email.

## GYMNASTS DISCIPLINARY PROCESS

### *Examples of unreasonable behaviour*

- Disobeying a coach's instructions without good reason or wasting time.
- Repeatedly being late for training and competitions or missing sessions without a good reason.
- Not wearing suitable clothes for training and events as agreed with the coach and club.
- Behaving dangerously.
- Using bad language, calling people names or providing an environment that inflicts fear and harassment onto others.
- Leaving the session without permission.
- Using mobile phones during sessions without prior permission from the coach

If a gymnast has broken the club rules, the coach will award one or more of the following disciplinary actions to the gymnast at fault:

- **First Occurrence:** A verbal warning with a 'sit out' for part of the session. A full verbal explanation is given to the parents by the gymnast's coach on collection of the gymnast at the end of the class session. A discipline form is completed by the coach.
- **Second Occurrence:** Parents are telephoned and asked to collect their child immediately from the session. A written warning to be sent by email to the parents/guardians and a discipline form is completed by the coach.
- **Third Occurrence:** A recommendation to the Management for the gymnast's dismissal from the club and termination of membership with the club.

*N.B. A parent/guardian may be asked to come in and talk to the Coaches before reaching severe disciplinary actions*

## PARENTS DISCIPLINARY PROCESS

### *Examples of unreasonable behaviour*

- Repeatedly being late for collection from training and/ or competitions or missing sessions without a good reason.
- Encouraging unsportsmanlike behaviour in gymnasts.
- Putting others at risk by acting dangerously eg. Driving/ parking without due care for others
- Speaking inappropriately to coaches and/or other children and parents/guardians.
- Failing to follow the appropriate complaint procedures.
- Using bad language, calling people names or providing an environment that inflicts fear and harassment onto others.
- Taking photos of children other than their own during club or GI events

If a parent/ guardian has broken the rules, the coach will award one or more of the following disciplinary actions to the gymnast at fault:

- **First Occurrence:** A verbal warning with explanation of rule(s) broken
- **Second Occurrence:** A written warning to be sent by email to the parents/guardians.
- **Third Occurrence:** A recommendation to the Management for the gymnast's dismissal from the club and termination of membership with the club.