**Disciplinary Procedures**

Our codes of conduct and these disciplinary procedures apply to both the participants and their parents/guardians. Our codes of conduct can be found on our website: www.regisgymnastics.com

We are fortunate that, as the majority of the participants choose to be here and enjoy themselves, the need to implement disciplinary procedures is very rare and the majority of minor disciplinary incidents are resolved swiftly and informally without the need for further action. However, so parents and participants are aware, unacceptable behaviour and failure to follow the Club Codes of Conduct will result in the following sanctions:

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| 1. **Informal Warnings and Sanctions**   Low level nuisance that disrupts the class and could potentially put others at risk.  Offences   * Failure to follow coach instructions * Using apparatus without instruction to do so * Parents not observing good etiquette in the viewing gallery   Actions   * Verbal warning * Sitting out * Removal from the session / viewing gallery | 1. **Formal Written Warning**   If the issue persists or has failed to be resolved through an informal chat or for more severe offences.  Offences   * Low level bullying or harassment of other participants, their families or staff * Persistent poor attitude to classes, failure for listen to coaches or disruptive behaviour. * Smoking or consuming alcohol anywhere on the Regis site * Minor infractions of the Squad Service Level Agreement   Actions   * Discussion with the parent/guardian * Issue of formal written warning |
| 1. **Final Written Warning**   Should the issue still not be resolved, or if we deem the first offence is sufficiently serious  Offences   * Any form of bullying or harassment of other participants, their families or staff, while at the gym or at any other time. Please be advised that if we are not witness we will require evidence (i.e. other witnesses, screenshots, etc.) to be able to fully deal with an allegation. * Feedback from parents being delivered in a way that causes upset or distress to staff, or gossiping about staff or gymnasts. Please use the Complaints and Grievance procedure when raising an issue, and treat all staff with respect during the process. * Persistent or major infractions of the Squad Service Level Agreement.   Actions   * Discussion with the parent/guardian * Issue of final written warning | 1. **Expulsion from the club**   Should issues continue after a final written warning or for the most serious infractions the participant and/or parent/guardian will be excluded from all Regis Gymnastics activities and premises.  Offences   * An incident which we regard as a welfare issue taking place on our premises, even if it is towards your own child. Our Welfare Officer will liaise with other parties such as Police and Social Services if necessary * Violence, threats or abusive language to anyone in the club, or serious or persistent incidents of bullying. This can be verbal or written. * Gross insubordination to staff * Any action which may compromise the good name of the club or bring the club into disrepute * Theft of any description   Actions   * Immediate expulsion * Issue of written confirmation of expulsion |

In **Gym Play,** **Freestyle, Adults and Open Gym** sessions, failure to follow codes of conduct with result in a **Verbal Warning.** If that is not heeded then it will escalate to a **Final Verbal Warning.** After this the participant will be excluded from classes and parent/guardian (if under 18) will be contacted. We will consider requests to return after this if they are put in writing. If the excluded gymnast is not making their own way home from the session, they will be asked to wait upstairs to be collected.

The disciplinary procedure is not linear and we reserve the right to bypass any of the stages. Written warnings will sit on file for the duration of the child/parent’s tenure at Regis Gymnastics unless we have agreed otherwise.

You have the right to appeal against any disciplinary procedure. This should be put in writing to Anna King or Wayne Jones within 28 days. If the sanction is upheld or you feel you have been treated unfairly, you may escalate your complaint to British Gymnastics.