

CONDUCT & DISCIPLINE POLICY

(Based on British Gymnastics – Adapted for LSA)

Version 1.0 | Effective 2025

Approved by: Club Director – Kristina Ondon Tukilush

1. INTRODUCTION

London Sport Academy (LSA) is committed to providing a safe, respectful and professional environment for all gymnasts, parents, coaches, volunteers and staff.

This Conduct & Discipline Policy sets out:

- the standards of behaviour expected at all times
- how breaches of conduct are managed within the club
- the disciplinary procedures LSA follows
- how this aligns with British Gymnastics (BG) disciplinary process

This is an LSA internal policy, created in accordance with British Gymnastics Safeguarding, Conduct & Discipline Framework.

2. PRINCIPLES

LSA is committed to:

- promoting safety, fairness and respect
- ensuring all individuals are treated equally
- preventing discrimination, harassment, bullying or abuse
- maintaining a positive and inclusive environment
- ensuring disciplinary processes are fair, unbiased and transparent

All members (gymnasts, parents, staff) must:

- follow club rules
- communicate respectfully
- adhere to instructions from coaches and staff
- uphold safety at all times
- treat others with dignity and respect

3. WHO THIS POLICY APPLIES TO

This policy applies to:

- gymnasts
- parents & guardians
- coaches
- administrative staff
- volunteers
- contractors
- spectators during club activities

It covers behaviour:

- during training

- at competitions and events
- during travel to/from events
- in changing areas and waiting spaces
- in online communications (WhatsApp, social media, emails)

4. CONDUCT EXPECTATIONS

4.1 Gymnasts Must:

- follow coach instructions
- behave safely at all times
- treat peers respectfully
- avoid bullying, teasing or exclusion
- report concerns to a coach or Welfare Officer
- follow the Gymnast Code of Conduct

4.2 Coaches & Staff Must:

- act professionally
- maintain safeguarding standards
- follow BG coaching guidance
- avoid inappropriate communication
- model respectful behaviour
- use additional languages only for safety and clarity (per Language Use Policy)
- challenge unacceptable behaviour

4.3 Parents/Guardians Must:

- communicate respectfully with staff
- follow Parent Communication & Behaviour Policy
- avoid aggressive, accusatory or disrespectful behaviour
- not approach other children or parents about concerns
- not discuss club matters publicly or on social media
- raise concerns properly through Complaints & Grievance Procedure
- respect the multicultural and multilingual nature of the club

5. MISCONDUCT

Misconduct is behaviour that breaches LSA rules, codes of conduct, or policies.

It includes, but is not limited to:

5.1 Minor Misconduct

- lateness
- low-level disrespect
- ignoring rules
- uncooperative behaviour
- inappropriate language

5.2 Serious Misconduct

- repeated minor misconduct
- bullying (verbal, physical, social or online)
- discrimination or racist comments
- unsafe behaviour

- refusal to follow coach instructions
- aggressive behaviour towards staff, gymnasts or parents
- filming or photographing without permission
- misuse of equipment

5.3 Gross Misconduct

Behaviour that threatens safety or breaches safeguarding, including:

- violence, threats or intimidation
- harassment or abusive communication
- making false or malicious allegations
- discriminatory harassment
- deliberate sabotage of training
- posting defamatory or damaging content online
- behaviour that risks membership of BG or LSA
- any behaviour that puts a child at risk of harm

LSA reserves the right to suspend or terminate membership in cases of gross misconduct.

6. DISCIPLINARY PROCEDURE (LSA)

LSA follows the procedure below for club-level disciplinary matters.

Stage 1 – Informal Action

- discussion with gymnast/parent
- verbal warning
- behaviour expectations explained
- may be recorded in Communication or Behaviour Log

Stage 2 – Formal Warning

Issued for repeated or serious issues.

Includes:

- written warning
- meeting with parent/guardian
- behaviour plan if appropriate
- restrictions on communication if required

Stage 3 – Final Warning or Suspension

Used when:

- behaviour does not improve
- misconduct is serious

Actions may include:

- temporary suspension from training
- restrictions on parent access to premises
- review of membership

Stage 4 – Termination of Membership

Used for:

- gross misconduct
- ongoing disrespectful or harmful behaviour
- situations creating risk to staff, children or club environment

Parents will receive written notification.

7. ESCALATION TO BRITISH GYMNASTICS

The club must escalate concerns to BG when:

- safeguarding concerns arise
- misconduct involves a coach or staff member
- behaviour affects welfare of a child
- serious allegations are made
- criminal conduct is suspected
- issues cannot be resolved at club level

BG may initiate:

- conduct investigation
- suspension
- disciplinary panel
- sanctions

LSA will fully cooperate with BG.

8. FALSE OR MALICIOUS ALLEGATIONS

London Sport Academy takes all concerns seriously.

However, false, exaggerated or unfounded allegations:

- against staff
- against gymnasts
- against the club
- involving racism, discrimination or favouritism without evidence

are considered serious misconduct.

Consequences may include:

- communication restrictions
- written warning
- disciplinary action
- termination of membership

This protects:

- staff from harassment
- the club from reputational damage
- families from unnecessary conflict

9. RECORD KEEPING

LSA keeps secure disciplined records of:

- misconduct reports
- warnings
- investigations
- parent communication concerns
- outcomes and actions

All records comply with UK GDPR and Safeguarding regulations.

10. RELATED POLICIES

This policy must be read together with:

- Safeguarding & Child Protection Policy (LSA)
- Parent Communication & Behaviour Policy
- Language Use in Coaching Policy
- Inclusion & Equality Policy
- Anti-Bullying Policy
- Parents/Guardians/Gymnast Code of Conduct
- Complaints & Grievance Procedure

11. REVIEW


This policy will be reviewed annually or sooner if:


- BG guidance changes
- Safeguarding requirements change
- significant incident requires revision

12. CONTACT DETAILS

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