

Aquila

TRAMPOLINING



Codes of Conduct

Policy | Procedure | Guidance

Aquila Trampoline Club	
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Codes of Conduct

One shared framework for everyone involved with Aquila Trampoline Club

OUR COMMITMENT Aquila puts each person's safety, welfare, dignity and enjoyment first. Everyone has a part to play in creating a positive, inclusive and child-centred club.

1. Purpose and status

These Codes of Conduct set the behaviour Aquila expects from gymnasts, parents and carers, coaches and instructors, helpers, young leaders, volunteers, officials, administrators, spectators and visitors. They apply during training, setup and dismantling, competitions, trips, online activity and any occasion on which a person represents or is associated with Aquila.

They form one combined document so that everyone can see both their own responsibilities and the standards expected of others. They should be read with Aquila's Safeguarding and Welfare Policy, Health and Safety and Welfare Policy, Privacy Notice, risk assessments and relevant British Gymnastics policies, rules and Standards of Conduct. Where an applicable British Gymnastics requirement is stricter, it takes precedence.

2. Shared standards for everyone

Everyone involved with Aquila must:

- treat every person with dignity, fairness and respect, regardless of age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, ability, background or other protected or personal characteristic;
- put safety and welfare before performance, selection, results, convenience or reputation;
- follow reasonable safety instructions, venue rules, club policies and the directions of appropriately qualified coaches and officials;
- use calm, constructive and age-appropriate language; celebrate effort, learning and good sportsmanship;
- never bully, harass, discriminate against, intimidate, threaten, humiliate, groom, abuse or retaliate against another person, including online;
- respect personal boundaries and privacy; do not share confidential information, images or personal data without a proper reason and authority;
- speak up promptly about hazards, injuries, illness, unsafe practice, poor conduct or safeguarding concerns; and
- co-operate honestly and respectfully with reasonable enquiries, while preserving confidentiality.

3. Gymnasts

As an Aquila gymnast, I will:

- take part with a positive attitude, listen to coaches and attempt only skills or equipment use that has been authorised;
- tell a coach about pain, injury, illness, medication, fear, tiredness or anything else that may make participation unsafe; I will not hide an injury or be pressured to train through pain;
- be kind and inclusive, respect other gymnasts' turns and space, and never use bullying, discriminatory or sexualised language or behaviour;
- wear suitable clothing, remove or secure jewellery as directed, tie back long hair and follow hygiene and equipment rules;
- arrive ready to train and remain in the agreed area; I will not leave without telling the responsible coach and following collection arrangements;
- use phones, cameras and social media only as permitted, and never photograph or film another person without permission;
- represent Aquila fairly and respectfully at competitions and other venues; and
- tell a coach, the Welfare Officer, my parent/carer or another trusted adult if I feel worried, unsafe, uncomfortable or treated unfairly.

YOUR RIGHT TO SPEAK UP A gymnast will not be punished for honestly raising a concern, saying that something hurts, asking for an explanation, declining inappropriate contact or seeking help.

4. Parents and carers

Parents and carers will:

- support a child's enjoyment, wellbeing and long-term development; avoid pressure, comparison, criticism or coaching from the viewing area;
- ensure membership, emergency, medical, consent and contact information is accurate and promptly updated;
- bring and collect children on time, follow authorised collection arrangements and tell the club promptly about delay or a change of collector;
- tell the responsible coach about relevant illness, injury, medication, additional need or circumstance that may affect safe participation;
- respect coaches' decisions on safe participation, progression, group organisation and competition readiness; raise questions calmly at a suitable time rather than during active coaching;
- communicate through the club's established channels, avoid abusive or excessive messages, and not privately contact other children;
- obtain permission before photographing or filming and never publish an identifiable child other than their own without appropriate consent;
- behave respectfully towards gymnasts, families, coaches, volunteers, officials, venue staff and opponents, including online; and
- raise concerns through the appropriate route and not attempt to investigate, confront a child or circulate allegations.

5. Coaches and instructors

Coaches and instructors will:

- hold and maintain the membership, qualification, safeguarding training and criminal-record checks required for their role, and coach only within their qualification, competence and authorised remit;
- plan and deliver safe, progressive, inclusive and age-appropriate activity, applying current risk assessments, safe coaching practice and required coach-to-gymnast ratios;
- put the gymnast's physical and emotional welfare first; encourage honest reporting of pain, injury and illness, adapt activity and seek appropriate medical or safeguarding support;
- use positive coaching: set clear expectations, give constructive feedback and never use fear, humiliation, punishment, threats, food or hydration restriction, excessive training or forced participation;
- maintain professional boundaries and avoid favouritism, sexualised behaviour, grooming, exploitative relationships, secretive communication, inappropriate gifts or being alone with a child contrary to safe-practice arrangements;
- use physical contact, supporting, spotting or facilitated stretching only when appropriate, necessary, explained, consented to as required, and consistent with current British Gymnastics policy and the gymnast's welfare;
- communicate routinely with under-18s through their parent/carer and approved club channels; any necessary direct contact must be transparent, proportionate and safeguarding-compliant;
- obtain and respect required consent for trips, hands-on facilitated stretching, photography or video, and use coaching images only for the agreed purpose;
- maintain confidentiality, access personal information only for club duties and record/report accidents, hazards, conduct issues and safeguarding concerns promptly;
- not coach or supervise while impaired by alcohol, illegal drugs, misused medication, fatigue or any condition that makes safe performance unlikely; and
- model respectful conduct towards gymnasts, families, colleagues, officials and venue staff, accept appropriate challenge and co-operate with supervision and review.

POSITION OF TRUST A coach's influence must never be used to obtain personal, sexual, financial or other improper advantage. Any concern about boundaries or conduct must be reported promptly.

6. Helpers, young leaders and volunteers

- Work only within the role allocated, training received and level of supervision provided; do not independently coach, spot or supervise beyond your qualification or authorisation.
- Follow the Lead Coach's safety instructions and immediately report equipment defects, injuries, concerning behaviour or uncertainty about a task.
- Maintain the same professional boundaries, confidentiality, communication, photography and online standards as coaches.
- Young leaders and junior helpers must be given age-appropriate duties and active adult supervision; they are participants developing skills, not substitutes for qualified adult staffing.
- Do not promise secrecy when someone raises a welfare concern; listen, record the facts and pass the matter to the Welfare Officer or responsible coach.

7. Club officials and administrators

- Act honestly, lawfully, fairly and in Aquila's best interests, with safety and welfare central to decisions.
- Maintain appropriate policies, risk assessments, insurance, affiliation, safeguarding arrangements, records and suitably qualified staffing.
- Declare and appropriately manage conflicts of interest; do not use a club role, information or funds for personal advantage.
- Protect personal and confidential information, limit access to those who need it and communicate decisions accurately.
- Respond to concerns and complaints promptly, impartially and proportionately; distinguish ordinary conduct matters from safeguarding concerns and refer matters externally where required.
- Support coaches and volunteers through clear roles, induction, supervision, training and fair review, while taking action when standards are not met.

8. Spectators and visitors

- Follow venue access, viewing, photography, emergency and safeguarding arrangements and any reasonable instruction from Aquila or venue staff.
- Remain in authorised areas, keep exits and coaching spaces clear and do not enter the trampoline area unless invited and supervised.
- Use respectful language and behaviour; do not distract, coach, criticise, intimidate or approach children inappropriately.
- Report a hazard or concern to an Aquila coach, official or Welfare Officer rather than intervening in a way that could increase risk.

9. Digital communication, photography and social media

The same standards apply online as in person. Club information and images must be used only for legitimate, agreed purposes and in accordance with Aquila's Privacy Notice and safeguarding arrangements.

- Do not post abusive, discriminatory, humiliating, sexualised, threatening or confidential material, or content that could reasonably damage another person's safety or dignity.
- Do not create private or secretive online relationships with under-18 gymnasts. Coaches and club adults must use approved, transparent channels and normally communicate through parents/carers.
- Do not take, share, tag or publish photographs or video without the relevant permission. Never record in toilets, changing areas or other private spaces.
- Do not share live location, personal contact details, medical information or identifying details about a child unless authorised and necessary.
- Report concerning messages, images or online conduct; preserve relevant evidence without forwarding harmful content more widely.

10. Competitions, trips and representing Aquila

- Follow the host venue, event and British Gymnastics rules as well as this document.
- Show good sportsmanship; respect judges, officials, opponents, volunteers and event staff, and use the proper route for queries or protests.
- Follow agreed travel, accommodation, supervision, consent, medication, emergency and collection arrangements.
- Wear agreed club clothing where required and behave in a way that supports a safe, welcoming and professional environment.
- Alcohol, illegal drugs, vaping/smoking and any behaviour that impairs safe supervision or participation are prohibited during club responsibility or where otherwise restricted by law, policy or venue rules.

11. Raising a concern

Safeguarding or immediate danger

If a child, young person or adult at risk may be in immediate danger, call 999 and/or the appropriate statutory service. Otherwise, report the concern promptly to Aquila's Welfare Officer. If the concern involves the Welfare Officer or senior club personnel, contact British Gymnastics directly or raise it with an appropriate independent senior person. Do not delay a safeguarding referral while an ordinary complaint is considered.

AQUILA WELFARE OFFICER Helen Fiander | welfare@aquila-tc.co.uk | she may also be approached privately at training or contacted through the Welfare Officer option on Aquila's website form.

British Gymnastics Welfare & Safe Sport

Current British Gymnastics reporting routes should be checked before use. At the date of this document, concerns may be reported using the online reporting service, by email to welfareandsafesport@british-gymnastics.org or by telephone on 0345 129 7129.

Ordinary conduct issue or complaint

Raise the matter promptly and calmly with the responsible coach or appropriate club official, unless that would be inappropriate. Complaints should use Aquila's complaints arrangements. A person receiving a report must pass it to the correct route and must not promise absolute confidentiality or conduct an unauthorised investigation.

12. Breaches and club action

Aquila will consider concerns fairly, take immediate protective action where necessary and apply a proportionate response. Depending on seriousness, frequency, risk and applicable rules, action may include advice, apology or restorative action, a conduct reminder, additional supervision or training, a written warning, restrictions, suspension from an activity, removal from a role, termination of membership or referral to British Gymnastics, the venue, insurers, police, local authority or another statutory body.

Where appropriate and safe, the person concerned will be told the substance of the issue and given a reasonable opportunity to respond. Aquila may impose temporary safeguards while enquiries are made. Safeguarding and disciplinary processes, confidentiality duties and the rights of others may limit the information that can be shared. Retaliation against anyone who raises a genuine concern or assists an enquiry is itself a serious breach.



13. Acceptance and review

Membership, employment, volunteering, participation, attendance or representation of Aquila is conditional on following the parts of these Codes that apply. Aquila may use role-appropriate summaries or ask for written acknowledgement. The full combined document remains the authoritative club version.

Name	Role	Signature / acknowledgement	Date

Review: at least annually, and sooner after a serious concern, relevant policy or legal change, material change to club activity, or learning from an incident or complaint.

Reference framework

Prepared with reference to the current British Gymnastics Standards of Conduct for Coaches, Instructors and Officials; Standards of Conduct for Registered Clubs; Safeguarding Policy and Procedures; Safe & Fair Sport reporting arrangements; relevant safe-sport guidance; and Aquila's current safeguarding, health and safety, privacy and risk-assessment documents. Current British Gymnastics requirements should always be checked at the point of use.