

Complaints and Discipline Procedure

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

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

Vortex 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

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

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

GYMNASTS DISCIPLINARY PROCESS

Examples of unreasonable behaviour include. but are not limited to:

- Disobeying a coach's instructions 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 Vortex management.
- 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 issued to gymnast. Coach documents disciplinary issue and date of issue.
- **Second Occurrence:** Second verbal warning issued to gymnast and a verbal explanation to be given to the parents by the gymnast's coach on collection of the gymnast at the end of the class session. Coach documents disciplinary issue and date of issue.
- **Third Occurrence:** Third verbal warning is issued to gymnast. A written notification to be sent by email to the parents/guardians to inform that another occurrence will result in the dismissal from Vortex Gymnastics. Coach documents disciplinary issue and date of issue.
- **Fourth Occurrence:** Management to issue gymnast's dismissal from Vortex Gymnastics and termination of their membership.

PARENTS DISCIPLINARY PROCESS

Examples of unreasonable behaviour, but is not limited to:

- 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 etc..
- 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 Vortex Gymnastics 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 issued to parent/guardian. Coach documents disciplinary issue and date of issue.
- **Second Occurrence:** A written notification to be sent by email to the parents/guardians to inform that another occurrence will result in the dismissal from Vortex Gymnastics. Coach documents disciplinary issue and date of issue.
- **Third Occurrence:** Management to issue gymnast's dismissal from Vortex Gymnastics and termination of their membership.