

Discipline / Injury / Equipment / Bathroom

1. Discipline

- ◆ **If children are behaving in an inappropriate manner where there may be a chance of hurting themselves and/or another child, or disrupting the rest of the class coaches will:**
 - 1. Give one initial warning.**
 - 2. Sit disruptive child out for 5 to 15 minutes (depending on class level).**
 - 3. Call a Supervisor to assess the situation.**
 - 4. Supervisor to call parents and sends child home.**

**** Discipline procedures to occur in that order.****

2.

- ◆ **If a child should injure themselves during training class coaches will:**
 - 1. Not move the child if prone otherwise sit the child down and assess injury.**
 - 2. If injury not severe, offer ice / Band-Aid / rest (whichever applies).**
 - 3. Fill in Accident Report Form. (on hanging clipboard in the office)**
 - 4. If injury severe call a Senior Coach immediately. All Level 2 coaches are Senior First Aid Qualified.**

3. Equipment

- ◆ **Class coaches are responsible for checking equipment for safety each time before they use it. If there is a problem class coaches will:**
 - 1. Fix the problem before allowing children on equipment if appropriate.**
 - 2. Report problem to Supervisor if unable to be fixed safely on own.**
- ◆ **Manager and / or Supervisor are responsible for completing a thorough check of all equipment weekly. They will:**
 - 1. Record all information in Equipment Safety Check List.**
 - 2. Report any faults and / or repairs to equipment maintenance person.**
 - 3. Take equipment safety check list to committee meetings and report.**
 - 4. Follow up on progress of repairs / replacements.**

4. Bathroom and Change-of-Apparatus-Rotation Procedure – ‘Buddy’ System

- ◆ **Gymnasts ask to be excused from class to go to the bathroom; Coaches will send a buddy with them; Same procedure to be followed when gymnasts are sent to get grips, etc.**