**HADLEIGH STARS**

**VOLUNTEERS CODE OF CONDUCT**

Volunteers should arrive at least 5 minutes before start time.

Volunteers are representing the club and must act in a professional manner always.

You must treat gymnasts, parents and co-workers with respect. Some conversations must take place away from other parents and or gymnasts and volunteers should use discretion, especially when working on reception. If you are uncertain, find the senior coach and take advice from them.

When speaking to gymnasts, bear in mind their age and choose your language carefully. Check their understanding, rather than assuming they have understood you.

Ensure that your working area is safe for you and those around you. Report any concerns to the senior coach.

Ensure that coaches are aware of new starters every session and pass on any relevant medical conditions or learning needs noted on their membership form.

All financial transactions must be recorded in the blue book.

Volunteers must not authorise any instalment plans, without agreement from Kelly Mires.