

## **DISCIPLINARY PROCEDURE Skipton Swim Club**



It is not the intention of the code of conduct to discourage reasonable high spirits and fun. However, Skipton Swimming Club swimmers must realise that when taking part in group activities, their actions may endanger/disrupt others, cause damage to facilities or put the club's reputation at risk.

It is hoped and expected that swimmers will follow the club's code of conduct but in the instance of failure to follow these simple rules, the following steps will be taken.

1. On the first occasion the coach will speak to the swimmer concerned and clearly explain that their conduct is unacceptable and must stop immediately if they wish to continue in the training session/competition. Their name will be written on the board at poolside.
2. If the swimmer continues to act in an unacceptable manner, they will be given a second verbal warning and their name will be written again on the whiteboard.
3. A further instance will indicate that the swimmer does not wish to swim in the session or competition and will be told to leave the pool immediately and get dressed. If a parent/carer is not in attendance, the swimmer will be required to remain on poolside once dressed, until collected. They will then be welcome at the next training session and nothing more will be said about the matter.

At this stage, the swimmer's parents will be informed as to why their swimmer has been removed from the training session/competition either via written communication or in person.

4. Any further repeats of unacceptable behaviour at subsequent training sessions, competitions or events will result in the swimmer being asked to leave the session/event. The Chair will be informed if this happens, and a written warning will be sent to the swimmer's parents/carers.
5. If a swimmer's conduct does not improve and further instances are brought to the Chair's attention, the swimmer will be issued with a fixed term suspension. During this time, the swimmer will be unable to take part in any activity organised by Skipton Swim Club. Fees for this period will still be payable and no rebate will be given.
6. Serious breaches of reasonable behaviour (e.g. fighting, bullying, damage to facilities or any other excessive bad behaviour during attendance at training or a club event) may lead to instant suspension of the swimmer from the Club. This suspension will remain in place until a disciplinary sub-committee can be convened where a decision will be made on the individual concerned and relevant action required.
7. Finally, after the limited period of suspension and return to training, if the swimmer's behaviour continues to be unacceptable, then the Coach, or any other committee member, will take this to the next Committee meeting with a request that the swimmer concerned be permanently excluded from the club and will cease to be a member of Skipton Swim Club.

The above (in point 6) are a non-exhaustive list of what constitutes unacceptable behaviour and Skipton Swim Club reserve the right to amend this list at any time depending on the changing circumstances within the Club.

## **RIGHT TO APPEAL**

All swimmers have the right to appeal against any decision made under this code. Any appeal should be made in writing to the Club Secretary, within 14 days of the penalty being given. The swimmer's name and details of the appeal should be stated. This will then be formally discussed at the next management Committee meeting and the individual will be informed of the decision made.

Such action may be overridden by the ASA complaints procedure.

June 2018