

## Disciplinary Policy

We want all swimmers to be able to enjoy their sport, feel safe and comfortable, be able to train, perform and participate whilst still having fun and making friends as well as training to achieve their best potential.

This policy applies to all swimmers:

- When waiting at the pool for sessions to start, within the sports centre and changing village and after sessions
- During land training and swimming sessions
- Travelling to and from coaching sessions
- On all swim club activities such as competitions and away trips/camps
- When representing the club in any capacity

The Disciplinary Committee will consist of Committee Member, Head or Assistant Coach and Club Welfare Officer.

### Objective

RTSC is committed to enforcing the relevant Club Codes of Conduct relating to its members. If a breach is considered to have been made by a member, then this document is designed to guide the RTSC Disciplinary Committee and inform Parents/Carers of the disciplinary process.

This policy is designed to:

- Promote and recognise positive behaviour
- Manage challenging behaviour in an assertive, non-confrontational way
- Ensure fairness and encourage consistency of response to both positive and inappropriate behaviour
- Promote early intervention
- Enhance learning and swimming performance
- Develop in swimmers a sense of self-discipline and an acceptance of responsibility for their own actions

The primary objective is to encourage members to comply with the Code of Conduct and fulfil their obligations as set out in the club's policies.

### Stages of Disciplinary Action

#### Stage 0 – Normal Coaching Intervention/Interaction:

It is anticipated that most coaching, training and behavioural issues can be appropriately, effectively and quickly dealt with through normal and informal intervention, interaction and discussion by the Squad Coach with those parties responsible, this may lead to an email being sent to parent/carers.

This will always be the first action taken by the Squad Coach and whilst it does not require observation or verification by any other persons, the respective Coach may inform or consult with

the Parents/Carers, Head Coach, Welfare Officer, Club Chairperson and Club Secretary if considered appropriate for the situation or behaviour that has taken place.

Squad Coaches have the authority to exclude a swimmer from the session where the incident takes place, and to invite the swimmer to a 'Performance Review' meeting with the Squad Coach, Head Coach, Club Chairperson/Club Secretary and the Parents/Carers should they deem it necessary.

Squad Coaches may use their discretion and judgement to initiate and repeat Stage 0 on any number of occasions prior to moving to Stage 1, which should always be the next step once it is clear that normal coaching interventions or interactions are not resolving the matter.

### **Stage 1 – Verbal Warning:**

Where a swimmer's breach of the Code of Conduct is persistent and is not resolved at Stage 0 then the Squad Coach will report the matter to the Disciplinary Committee.

The swimmer's age, previous disciplinary record and seriousness of the incident will be taken into account and upon investigation the Disciplinary Committee may take such action as is necessary. They may call a meeting with the swimmer, parents/carers, and Squad Coach and may issue a formal verbal warning to the swimmer, of which a written record will be kept.

The Disciplinary Committee will put in writing the verbal warning to the member or parent/carer if under 18 outlining the following:

- The reason for the warning, the improvement required and the date when the warning expires. This may include the issuing of a special Swimmer Behaviour Contract  
That action under Stage 2 of the disciplinary procedure will be considered if there is no satisfactory improvement before the expiration of the verbal warning period, or if further acts of misconduct occur
- The members' rights of appeal as laid out by Swim England in the current Swim England Laws

**The verbal warning will be in place for 30 days and if the swimmer has any further incidents within these 30 days, then the disciplinary committee is within their rights to sanction stage 2 or issue a 2-session suspension.**

### **Stage 2 - Written Warning Issued:**

In the case of more serious incidents, or if a further offence occurs (whether of a similar or different nature) a written warning will be issued to the member or parent/carer if under 18, by the Disciplinary Committee. This will give reasons for the warning, the improvement required and the date when the warning expires – it will warn that action under **Stage 3** of the disciplinary procedure will be considered if there is no satisfactory improvement or further acts of misconduct occur and will advise of his/her rights of appeal. Similar to Stage 1, the written warning may be accompanied by issuing the member with a Behaviour Contract to abide by.

**The written warning will be in place for 3 months and if the swimmer has any further incidents within these 3 months, then the disciplinary committee is within their rights to sanction stage 3 and/or issue a 4-session suspension.**

### **Stage 3 – Suspension or Termination of Membership:**

If conduct is still unsatisfactory and the member still fails to reach the prescribed standards despite receiving a written warning, or if the member has committed an act of serious or gross misconduct, suspension and/or termination of a swimmer's membership by RTSC may occur. Suspension or termination of membership may also result from a serious breach of any of the Swim England or RTSC codes or policies. Only the RTSC Disciplinary Committee can make a decision to terminate a swimmer's membership. However, the Head Coach has full authority over each of the training squads, if **Stage 3** has been reached, he may withdraw access to any or all squad(s) training sessions for the swimmer concerned. Termination of membership may also result from a serious breach of any of the Swim England or RTSC codes or policies. Before termination of a swimmer's membership is made by RTSC for any of the above reasons, a full investigation and exit interview will be carried out.

Self-termination of membership (resignation) can be requested at any time by formal letter to the Club Secretary of RTSC. All subscriptions and fees due must be paid when membership is terminated. Members leaving without payment of outstanding fees will be reported to Swim England.

Any appeal against termination of membership must be submitted to the Club Secretary within 14 working days by formal letter.

### **Investigation:**

Any breach of the Code of Conduct will be fully investigated to establish the facts of a case, to record them and to determine what stage of the disciplinary procedure should commence. The level of investigation into a complaint or incident must be decided by the RTSC Disciplinary Committee and must be based on a judgement of its nature, seriousness and how much is known about the circumstances of the misconduct. It is important to remember that it is the purpose of any subsequent disciplinary hearing to make a judgement on the facts presented. So, the investigation must focus on relevant facts.

### **Timing:**

Investigations that may lead to disciplinary action must take place as soon as reasonably possible after any misconduct is alleged. Investigations should be conducted as early as possible and within 28 working days of a complaint being received unless there are justifiable reasons for extending the time frame (e.g. personal or family holidays). Any extension to the time limit must be fully documented by the Disciplinary Committee and agreed in writing by the Committee. The Disciplinary Committee must inform the member or parent/carer of the member under investigation in writing of the extension and the reason for it. Members of RTSC who do not respond, without good reason, to a statement of alleged misconduct and/or do not attend a

disciplinary hearing must be made aware that they may have their case decided in their absence.

Possible outcomes following a disciplinary hearing:

- No action
- Written warning. This will remain in place for an agreed period of time with conditions attached
- Behaviour contract
- Final written warning
- Temporary suspension
- Permanent termination of membership
- Matter referred to Police/Swim England

### **Recording:**

The member will be notified in writing of the details of any disciplinary outcome and the reasons for the outcome using the 'outcome of disciplinary hearing' letter. This will be sent to the member/parent/carer within 10 days of the conclusion of the disciplinary hearing unless there are good reasons for an extension to the time frame.

### **Following a Disciplinary Hearing:**

Disciplinary outcomes will remain in force for an agreed period of time except in the case of permanent termination of membership.

### **Termination of Membership:**

This outcome will only be used in cases where either a continued pattern of misconduct or an individual act has meant termination of membership is the only option.

### **Right of Appeal:**

- The first right of appeal is to the Club Chairperson. The appeal must be received within 14 working days unless there is good reason to extend the time frame.
- The Club Chairperson will organise an independent assessment of the case and report within 28 working days unless there is good reason to extend the time frame.
- A final right of appeal is possible under the Swim England Judicial Laws.

The RTSC Committee will review this procedure at regular intervals to ensure that it is effective and is achieving its stated objectives.

Swim England Law: As an affiliated Club, Swim England Law has overriding effect.