



# Disciplinary Procedure

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## 1. Objective

Gloucester City Swimming Club (GCSC) 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 GCSC Coaching and Committee Teams and inform Parents / Guardians of the disciplinary process.

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.

## 2. Stage 0: Normal Coaching Intervention: Verbal Warning

It is anticipated that most coaching, training and behavioural issues can be appropriately, effectively and quickly dealt with through formal and informal intervention, interaction and discussion by the Coach with those parties involved. This will always be the first action taken by the Coach and whilst it does not require observation or verification by any other persons, the respective Coach may inform or consult with the Parents / Guardians / Welfare Officer / Chair / Squad Coach and Head Coach if considered appropriate for the situation or behaviour that has occurred.

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 if normal coaching interventions or interactions are not resolving the matter.

Coach's actions:

1. In the first instance the Coach should give a verbal warning before taking further action. In most cases this should be given before any additional actions, but this will be at the discretion of the Coach.
2. Below are examples of appropriate further actions that the Coach may take at their discretion. These actions should not be humiliating to the individual. The Coach will also clearly explain what the penalty is for:
  - Time Out (5-10 minutes on the side of the pool)
  - Repeating part of the training set not performed well
  - Changing the type of work the swimmer is doing in the pool
  - Moving the swimmer into another lane, or another area for land training
  - Excluding a swimmer from the session where the incident took place
3. The Coach will inform the Swimmer that a repeat offence will result in them being removed from the remainder of that session and their Parent / Guardian will be contacted.

### **3. Stage 1: Formal Verbal Warning / Increased level of action**

Stage 1 actions may be taken due to a repeat offence following a previous Stage 0 verbal warning or repeated Stage 0 offences during the same session, or a direct Stage 1 offence, examples of which include:

- Disrespectful conduct towards the Coach or other swimmers
- Inappropriate language e.g. swearing at other swimmers and Coaches
- Deliberate disruption
- Wilful failure to follow training set instructions
- Breach of the Swimmers' Code of Conduct. If the offence reaches the threshold for Stage 2 or 3 it will be managed as such.

Coach's actions:

1. The Coach will remove the Swimmer for the remainder of the session including all pool and land-based sessions that follow directly.
  - a. During swim training the Swimmer is sent to get changed and must sit poolside until collected by their Parent / Guardian.
  - b. During land training the Swimmer must sit out until collected by their Parent / Guardian.
2. The Coach will inform the Head Coach of the misconduct.
3. The Head Coach, in consultation with the Chair and Welfare Officer, may call a meeting with the Swimmer and Parent / Guardian and issue a formal warning. A record of this will be kept and may be referred to should there be any further incidents. To help the Swimmer resolve their problems a Swimmer Behaviour Contract may be issued.

### **4. Stage 2: Final written warning**

For more serious incidents, or if a further offence occurs (whether of a similar or different nature) a final written warning will be issued to the Swimmer and Parent / Guardian by the Head Coach.

This will give the reasons for the warning and the improvement required. It will warn that if there is not a satisfactory improvement in behaviour, or if further incidents occur, Stage 3 will be implemented. As with Stage 1, this may be accompanied by a behaviour contract.

## 5. Stage 3: Suspension or termination of membership

If the Swimmer's conduct is still unsatisfactory after receiving a final written warning, or they or their Parent / Guardian refuse to sign a behaviour contract, or an act of serious or gross misconduct is committed, suspension or termination of a Swimmer's membership of GCSC may occur. Suspension or termination of membership may also result from a serious breach of any of the Swim England or GCSC policies.

Before a Swimmer's membership is terminated, an investigation will be carried out. Self-termination of membership (resignation) can be requested at any time by writing to the Membership Secretary. This will then follow the normal resignation process. No refund of training or competition fees will be made for a period of suspension or on termination or resignation of membership.

Coach's actions:

1. The Coach will remove the Swimmer from the session, as in Stage 1
2. The Coach will submit a written report to the Head Coach
3. The Head Coach will inform the Swimmer, Parent / Guardian, Welfare Officer and Chair of the suspension and pending investigation, and arrange a meeting which will happen as soon as possible.
4. Following the investigation and meeting, the Swimmer will either:
  - a. Return to training and competition immediately
  - b. Be issued with a fixed-term suspension
  - c. Have their membership terminated

Outcomes a. and b. may be subject to a behaviour contract to help the Swimmer.
5. Where appropriate, the behaviour may be referred to Swim England or external agencies.

## 6. Investigation

When an incident is witnessed by or reported to a Coach during a session, they will conduct an initial investigation by talking to the Swimmer(s) involved. This will form the basis of the Coach's report to the Head Coach and/or Welfare Officer. It will also inform the stage under which the incident will be dealt with.

Further information may be requested either via email or by meeting with Swimmers and their Parent / Guardian. These meetings may be with the individual or as a group. Any request for information should be responded to as quickly as possible or within specifically requested timescales. It should be noted that disciplinary decisions can only be taken on the information made available.

If a Swimmer and their Parent / Guardian refuse to attend a meeting, a decision can be made in their absence.

## **7. General Principles**

- All matters will be dealt with in accordance with the Club Constitution and Swim England policies.
- It is expected that most matters will be dealt with informally at the time of the event.
- All matters relating to disciplinary action will be handled as speedily as possible.
- A person wishing to make a complaint about inappropriate behaviour should normally do so at the time.
- All incidents will be treated as confidential by the Coaches, Welfare Officer and Chair. Information will only be shared on a “need to know” basis.
- Parents are requested to respect the confidentiality and not discuss incidents with other parents.