



Policy 2

Disciplinary Procedure

In the event that the behaviour of a swimmer seriously contravenes the Club code of conduct, the following action will be taken:

- Any misbehaviour by a swimmer during a training session will be dealt with by the coach in an appropriate manner
- All recorded incidents of misbehaviour by swimmer(s), and consequent actions by the Lead Coach, will be reported to the Head Coach. The Head Coach will liaise with the Executive Committee to discuss the matter. In such circumstances, the Head Coach and at least one member of the Executive Committee will meet with the parents of the swimmer to discuss the issue and agree a way forward.
- Any incidents of persistent misbehaviour, or which result in a swimmer being asked to leave the training session, will be recorded in duplicate on a Disciplinary letter, one copy of which will be retained by the Club, and the other posted to the parents of the swimmer, who will be asked to sign and return the enclosed form
- If neither the verbal or written warnings adequately address the Club's concerns, the person may be suspended from the Club for up to seven days, at the discretion of the Executive Committee, communicated in writing to the parents of the swimmer.
- Should the matter persist, the decision to exclude a swimmer from the Club will be at the discretion of the Management Committee, communicated in writing.

In the event that the behaviour of a member of the coaching team, Management Committee or a parent volunteer seriously contravenes the Club codes of conduct, the following action will be taken:

- The President or a member of the Executive Committee will in the first instance give the person concerned a formal verbal warning
- Should further action be necessary, this will take the form of a formal written warning issued by the Executive Committee which will set out the Club's concerns and specify what response the Club requires. The person concerned will be required to submit a written response within fourteen days of the correspondence having been received
- If neither the verbal or written warnings adequately address the Club's concerns, the person may be suspended from the Club. The decision to suspend a member from the Club will be at the discretion of the Executive Committee, communicated in writing.

**Policy Statement issued by the Management Committee on behalf of
Bo'ness Amateur Swimming Club**

December 2015

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- Should the matter persist, the decision to exclude a member from the Club will be at the discretion of the Management Committee, communicated in writing.
- Anything not covered above will be dealt with in accordance with the Club Constitution and Bye-Laws.

Each stage of the disciplinary procedure will be recorded by the Executive/ Management Committee so that an accurate record of events and decisions is maintained.

The person against whom the disciplinary action has been taken will have a right of appeal. The appeal must be made in writing and must arrive with the Club Secretary within 14 days of having received either a written warning or correspondence communicating a decision of exclusion. The Management Committee will consider the appeal and will, at its discretion, agree to a formal disciplinary hearing. A written response will be provided within 14 days of the appeal having been received.

Should the appeal be rejected, the matter will be considered closed and there will be no further right to appeal.

Reference should also be made to the Club's Constitution and Bye-Laws which provide further guidance.