

SWIMMER'S DISCIPLINARY PROCEDURES

Objective

1. GCSC is committed to enforcing the Code of Conduct relating to its members. If a breach is considered to have been made by a swimmer, then this document is designed to guide the Coaching and Management Team and inform parents/carers of the discipline process. The primary objective is to encourage swimmers to comply with the Code of Conduct and fulfil their obligations as set out in the club's policies.

General Problems

2. GCSC seeks to create the right environment to ensure every child is able to maximise his/her potential as a swimmer. Parents and guardians of all swimmers have an important part to play by encouraging their swimmer by supporting and respecting the role of the coach to develop and deliver the training regime. Parents/guardians must also respect and support the Management Team whose role it is to run the day-to-day business of the Club. Parents/guardians have a responsibility to use procedures set down by the club to raise matters in a respectful way whether matters are related to their child's swimming performance or any administrative issues.

3. In most cases Coaches will follow Stage 0 as a first intervention where there are any issues/incidents. However, where there has been an incident that is potentially dangerous to the swimmer or others etc, the coach may suspend the swimmer immediately from that session and may move straight to Stage 1. The swimmer may then be suspended from further sessions by the Head of Safeguarding and Club Administrator until either a meeting clearing the matter has been held or a fuller investigation, which will determine which disciplinary Stage should be followed.

Five Stages of Disciplinary Action for Swimmers under 18 years of age

Stage 0 – Normal Coaching or Administrator Intervention/Interaction:

4. It is anticipated that most issues can be appropriately, effectively and quickly dealt with through normal and informal intervention, interaction and discussion by the Coaches with the Swimmer (s) concerned. Coaches should use their judgement to initiate and repeat Stage 0 on any number of occasions, prior to discussing with the Head of Safeguarding and Club Administrator regarding moving to Stage 1. If all normal and informal interventions by the coach have failed. The coach should contact the parent / guardian to arrange a meeting about the swimmer's behaviour.

Stage 1 – Parent / Guardian Meeting Arranged

5. Where a swimmer has persistently breached the Code of Conduct and normal intervention at Stage 0 has not been effective. Then the coach may organise a formal meeting with the parents/guardians. Depending on the circumstances this may be several meetings eg parents and then parents and swimmer etc, and where necessary the Head of Safeguarding and Club Administrator. A Behaviour Contract regarding the swimmer concerned may be issued at this stage, or at a later follow-up meeting. There should be regular poolside follow-ups with the swimmer after

swimming sessions (to be clarified in the Behaviour Contract). If after these steps it is clear that normal interventions or interactions with the parents do not resolve the matter, the coach in discussion with the Head of Safeguarding and Club Administrator may use their discretion to move to stage 2”.



**Stage 2 - Verbal Warning:**

6. Where a swimmer's breach of the Code of Conduct is persistent and is not resolved at Stage 1 by a Behaviour Contract then the Head of Safeguarding / Club Administrator may issue a verbal warning, giving the outcome should there be any further breaches. A note of which will be entered into the swimmer's club membership file, copied to their parent / guardian in writing and may be referred to should there be any further incidents arising. If the swimmer continues to breach the Code of Conduct, the disciplinary process may move to Stage 3.

Stage 3 - Written Warning:

7. 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 parent/guardian regarding their swimmer by the Head of Safeguarding / Club Administrator regarding their swimmer. This will give reasons for the warning, the improvement required and the date when the warning expires – it will inform the swimmer / parent / guardian that action under Stage 4 of the disciplinary procedure will be considered if there is no satisfactory improvement or further acts of misconduct occur and will advise of rights of appeal. Similar to Stage 2 a note will be entered into the swimmer's club membership file, copied to them in writing and may be referred to should there be any further incidents arising.

Stage 4 – Suspension or Termination of Membership:

8. If conduct is still unsatisfactory and the swimmer still fails to reach the prescribed standards despite receiving a written warning, or if the swimmer has committed an act of gross misconduct, their membership to GCSC may continue to be suspended and/or terminated. Suspension or termination of membership may result from a serious breach of any of the Club codes or policies or those of Swim England.

9. The Management Team can make a recommendation to Trustees/Directors to terminate membership following presentation of the incident by the Head of Safeguarding / Club Administrator.

10. Before termination of membership is made, a full review of the investigation should be carried out by other members of the Management Team.

11. Any appeal against termination of membership must be submitted to the Club Administrator within 14 days by formal letter. Upon receiving an appeal, the Management Team will organise an independent assessment of the case by other members of the Management Team and a report within 28 days should be produced unless there is good reason to extend the time frame.





12. Misconduct: **The following are examples of behaviours which are considered to be acts of misconduct. In serious cases they may be deemed to be acts of gross misconduct and may lead to instant suspension or termination.**

1. Bulling swimmers and other Club members physically, orally or in written communication, either directly or indirectly.
2. Emotional abuse verbally, or by other means
3. Inappropriate image capturing on any devices
4. Undermining coaching and teaching staff either orally or in written communication either directly or indirectly.
5. Acting in conflict with GCSC Code of Conducts or Wavepower or any other policy documents.
6. Physical or Oral abuse or refusal to obey lawful instructions
7. Gross breach of safety requirements likely to endanger other people or you or to cause damage to Club/hired property
8. Being under the influence of alcohol or drugs or possession of illegal drugs
9. Theft, fraud, or other criminal acts
10. Fighting and/or assaulting another person
11. Causing deliberate damage to Club/hired property
12. Gross negligence which causes unacceptable loss, damage or injury
13. Sexual or racial harassment or discrimination of any kind.
14. Harassment or discrimination on the grounds of sexual orientation or religion or religious belief
15. Showing a lack of respect towards coaches, officials, swimmers, or any other members of GCSC.

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