

## Members' Disciplinary Procedures

### Objective

GCSC is committed to enforcing the Code 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 Management Team and inform parents/carers of the discipline 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.

Membership may be suspended where there are outstanding issues with parents' and guardians' conduct until either a meeting clearing the matter has been held or an investigation etc. has been positively concluded.

### Four Stages of Disciplinary Action

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

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 and Administrator/Welfare Officer with those parties responsible. The Coaches or Administrator/Welfare Officer 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 interventions or interactions are not resolving the matter.

#### Stage 1 – Verbal Warning:

Where a parent's breach of the Code of Conduct is persistent and is not resolved at Stage 0, then the Administrator/Welfare Officer may issue a verbal warning, a note of which will be entered into the parent's club membership file, copied to them in writing and may be referred to should there be any further incidents arising. To help the parent resolve their problems, a Behaviour Contract may be issued.

#### Stage 2 – Written Warning:

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 by the Administrator/Welfare Officer. 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 rights of appeal. Similar to Stage 1, a note will be entered into the parent's club membership file, copied to them in writing and may be referred to should there be any further incidents arising.

#### 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 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.

The Management Team can make a recommendation to Trustees/Directors to terminate individual or family membership following presentation of the incident by the Club Administrator/Welfare Officer.



Before termination of membership is made, a full investigation will be carried out.

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 and report within 28 days unless there is good reason to extend the time frame.

## 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.

- Bullying Swimmers and other Club members physically, orally or in written communication, either directly or indirectly.
- Misuse of image-capturing devices, social media or gaming platforms against members, including taking images that are unwelcome to the member concerned (this list is not exhaustive).
- Undermining coaching and teaching staff either orally or in written communication, either directly or indirectly.
- Acting in conflict with GCSC Codes of Conduct or Wavepower or any other policy documents.
- Physical or oral abuse, or refusal to obey lawful instructions.
- Gross breach of safety requirements likely to endanger other people or you, or to cause damage to Club/hired property.
- Being under the influence of alcohol or drugs, or possession of illegal drugs.
- Theft, fraud or other criminal acts.
- Fighting and/or assaulting another person.
- Causing deliberate damage to Club/hired property.
- Gross negligence which causes unacceptable loss, damage or injury.
- Sexual or racial harassment, or harassment or discrimination of any kind, including on the grounds of sexual orientation, religion or religious belief.
- Showing a lack of respect towards coaches, officials, swimmers, Club administrators or any other members of GCSC.

## General Principles

GCSC disciplinary procedures are based on the following principles:

- The disciplinary rules and procedures are designed to be non-discriminatory and are to be applied irrespective of sex, racial group, sexual orientation, disability, religion, age or any other bias.
- All matters will be dealt with in accordance with Club Policies.
- It is expected that most matters will be dealt with on poolside or at the point of incidence informally at the time of the event.
- Any behaviour that is considered to be unacceptable by coaching staff or team managers may lead to a 'behaviour contract' being issued.
- All matters relating to disciplinary action will be handled as speedily as possible.



- A person wishing to make a complaint about inappropriate conduct should normally do so within 30 days of the incident.
- Persistent or serious breaches of conduct will be reported to the Administrator – in writing.
- No member will be dismissed or suspended from the Club for a first breach of conduct except in the case of serious or gross misconduct.
- Club members will have a right of appeal against any formal disciplinary decision.