

# DISCIPLINARY PROCEDURE

## CLUB POLICY DOCUMENT

In the event that the behaviour of a swimmer, member of the coaching team, officials or committee members or a parent volunteer seriously contravenes the club codes of conduct, the following action will be taken:

- In most cases an informal conversation with the appropriate coach/committee member, with the individual concerned, should be sufficient. All situations should be dealt with as quick as possible, i.e. within 14 days of the situation occurring.
- Should the situation continue, the relevant committee members/WPO or coaching staff, will be notified and conduct an investigation to ascertain the facts and decide on the appropriate steps
- It may be necessary for the matter to be escalated to the executive committee for consultation and decision making.
- It may be then necessary for a formal verbal warning to be issued. This would normally be carried out by the President or a deputising club official/WPO or coaching staff.
- Should further action be necessary this will take the form of a formal written warning, 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 14 days of the correspondence having been received.
- If neither the verbal or written warnings adequately address the Club's concerns, the person will be suspended or excluded from the Club/club activities depending on the severity of the situation. This decision will be communicated in writing. The decision will be made by the executive committee.

Each stage of the disciplinary procedure will be recorded by the relevant executive committee members. This will ensure that an accurate record of events and decisions is maintained. Children may be accompanied at each stage by a parent/guardian if necessary.

In the event that the disciplinary matter concerns a member of the executive committee, the person concerned will be asked to leave the room during the discussion.

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 suspension or exclusion.

The executive 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 through the club. However there is the right of appeal through Scottish Swimming as stated in the SASA constitutions and Bye-laws.

Contact details for club secretary: [secretary@menzieshillwhitehall.co.uk](mailto:secretary@menzieshillwhitehall.co.uk)