



Disciplinary Protocol

Crawley Swimming Club is committed to enforcing the relevant Codes of Conduct. If a coach, member, or volunteer is considered to have breached the relevant Code of Conduct, this document is designed to guide the Committee, Trustees, Coaching Staff, and Parents/Guardians of the discipline process.

This document is intended to protect the other members, coaches, volunteers, officials and trustees (all these categories will now be referred to as members) at the club from poor behaviour.

Mission Statement:

If there is an incident/s which contravene the Club's Codes of Conduct, thus challenging the values of our club, the club reserves the right to impose sanctions and ultimately suspend a member from the club.

In exceptional circumstances, the Club reserves the right to immediately suspend a member and/or omit stages of the Disciplinary Protocol outlined below, should the breach of the Code of Conduct be deemed to be serious enough to impact upon the safety of other members.

Crawley Swimming Club Core Values

- To always do the right thing
- Give your/my best at all times in and out of the pool
- To honour your/my squad, the club and the swimming community
- To respect my fellow members (swimmers, coaches, volunteers, officials and trustees)
- To enjoy the sport and make every effort to help others to achieve their goals
- Always behave in a manner that is safe and respects the safety of others

Disciplinary Procedures:

The position outlined in Swim England's Safeguarding Policy "Wavepower" "Code of Conduct" on the issue of discipline is:

"Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee".

Disciplinary action will be administered according to the sanctions listed below but not necessarily in the order shown:

- A member or person required to address their behaviour by a coach, teacher, team manager or chaperone.
- Verbal request to modify behaviour from a coach, teacher, team manager or chaperone.
- If the inappropriate behaviour is then repeated this will lead to a first verbal warning from the coach or an official of the Club and in the case of a member below the age of 18 years, the parent or guardian will be informed in writing. In the case of a member over the age of 18 years or a person associated with the Club, such as a coach or parent, then the verbal warning will be confirmed in writing to the individual.
- If a member is instructed to sit out part or all of a session, for example, a ten minute 'time out' to reflect upon the situation followed by a discussion with the coach/teacher – the parents/guardians may be contacted and asked to collect the member.
- In the event that a second verbal warning is in order, parents/guardians will be informed and required to reinforce the need to adopt a positive behaviour.
- Any member may be asked to meet with either a coach, welfare officer or another Club official with their parents/guardians to discuss how positive behaviour will be maintained.
- A member and their parents/guardians may be required to sign a Behaviour Plan (please see an example attached to the end of this policy) in accordance with Swim England WAVE POWER.
- If the Club's Welfare officer and /or an executive officer(s) of the Club deems that a suspension from the club's activities, whether temporary or permanent is necessary; the member and parents/guardians will be notified in writing of the period of suspension and the reasons for the sanction; swimming fees are not refundable in these circumstances.
- Permanent exclusion from the club following an investigation and disciplinary panel hearing – after which Swim England may be informed, depending on the circumstances and the outcome.

- Behaviour that may lead to temporary exclusion (Applies to all members, Coaches, Teachers, Volunteers, Parents/Guardians)
- Persistent unmanageable and disrespectful behaviour, physical or verbal aggression, behaviour that is a danger to others or theft are regarded as serious breaches of the Code of Conduct and may require investigation by the Club's officers. During this time the member or any person or persons involved in the Club's activities will be excluded from swimming sessions in accordance with Section 6 of the Clubs Constitution, and the Clubs Complaints Procedure.

Swim England, may also support the club on any disciplinary matters.

Obviously, we really hope that disciplinary action of any kind is something that we never have to do. However, in the interests of all members and members at the club, it is something that we reserve the right to do.

Written by S Valovin 11//2023

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