



Littlehampton Swimming Club Disciplinary Procedure

Key Points

- **Swimmers must adhere to Littlehampton SC Swimmer Etiquette as a condition of membership.**
- **This applies at all Littlehampton SC training sessions, galas or social events.**
- **Warnings will be provided (except in the most serious breaches) by Coaches.**
- **'Poolside' debate on what is or is not acceptable will not be entered into either with Swimmers or Parents.**
- **The Head Coach (or nominated deputy) can ask Swimmers to temporarily sit out or leave a session early.**
- **Any significant or sustained poor behaviour will result in a specific Behaviour Contract applying.**
- **Failure to adhere to a Behaviour Contract or a serious breach will result in Suspension and ultimately Expulsion as a member of Littlehampton SC.**

This document is to be read in conjunction with the Littlehampton SC Swimmer Etiquette. It should be noted all swimmers must agree to follow and abide by the Swimmer Etiquette as a condition of membership. In the event of a swimmer failing to promote the expected behaviours this policy will be implemented. It is not the intention of either the Swimmer Etiquette or this Procedure to discourage reasonable high spirits and fun, but swimmers must realise that when taking part in group activities, their actions may disrupt or endanger others, cause damage to the facilities we use or put the clubs' reputation at risk.

Please see the end of this document for important Definitions and Notes to accompany this policy.

Stage 1: First Verbal Warning

On the first occasion the Coach or Team Manager will speak to the swimmer concerned and explain that their conduct is unacceptable and must stop.

Stage 2: Second Verbal Warning: Yellow Card

Further instance of the same or similar behaviour will lead to the swimmer being sent to the Head Coach, lead Team Manager or other available Club Officer, who will issue the swimmer concerned with a 1st formal verbal warning "Yellow Card" and advise them that their conduct is now being viewed seriously.

In training the swimmer will be asked to sit out for part of the session (up to 10 minutes), this will provide them with some time to reflect before being allowed to rejoin the session. The swimmer will be advised of the reason and what the expectations of them will be when they rejoin the session.

Following the session, full details will be sent to the Welfare Officer who will make a formal record.

The Swimmers Parent (or other responsible adult who is collecting the child) should be notified that the Swimmer was asked to sit out for part of the session. They will not be invited to enter into any further debate at this time, and should they feel they have further information to add they will be invited to provide this by email to the Welfare Officer and Head Coach.

Stage 3: Third Verbal Warning: Red Card

Further instances will lead to the issuing of a "Red Card". The swimmer will be requested to leave the pool, gather their belongings and get changed. They will not be invited to enter into any further debate at this time. The person issuing the "Red Card" will be responsible for ensuring that once changed the swimmer either; returns to await poolside or the Parents are contacted depending on the time remaining and likely further disruption to the session from the Swimmer concerned. Following the session, full details will be sent to the Welfare Officer who will make a formal record.

The Swimmer will be welcome at the next session if they follow the Littlehampton SC Swimmer Etiquette. The Swimmer will also be re-issued with a copy of the Littlehampton SC Swimmer Etiquette and the Littlehampton SC Disciplinary Procedure (this document). Should they feel they have further information to add they will be invited to provide this by email to the Welfare Officer and Head Coach.

Stage 4: Further Yellow (or Red) Card Events (within 1 Month): Behaviour Contract Created

Should a further Yellow or Red Card be issued within a month of the previous issues then the actions noted under *Stage 3 - Third Verbal Warning: Red Card* will be immediately carried out. The Welfare Officer will as soon as practicable will contact the Parent(s) to arrange a meeting between themselves (or a nominated representative), the Swimmer, Parents and optionally the Head Coach or other Club Officer(s) as appropriate.

At this meeting it is expected the Swimmer will agree to a written Behaviour Contract (with a review date), and possibly a written apology may be requested. This will be confirmed in writing by email to the Parents. Should the Parents wish to Appeal they have the right to do so within 7 calendar days of the meeting.

Stage 5: Final Written Warning and Suspension

In line with the agreed Behaviour Contract, should incidents occur or in the event of any further Yellow or Red Card be issued during the period of the contract being in place the Welfare Officer will as soon as practicable make contact with the Parent(s) to arrange a meeting between themselves (or a nominated representative), the Swimmer, Parents and optionally the Head Coach or other Club Officer(s) as appropriate.

Except in exceptional circumstances the swimmer following this meeting will be issued with a final written warning and Suspension for a period of between 1 to 4 weeks as decided by the Head Coach and Welfare Officer. Should the Parents wish to Appeal they have the right to do so within 7 calendar days of the meeting.

Immediate Suspension

Serious breaches of reasonable behaviour (for example threatening behaviour, violence, bullying, damage to facilities or equipment) may at the discretion of the Head Coach and / or other Club Official in charge lead to instant Suspension. This Suspension will remain in place until the Welfare Officer convenes a Disciplinary Sub-Committee (typically the Head Coach, Club Welfare Officer and one other Club Officer) where a decision will be made on the action required. This may be the same as Stage 4 or 5 above or in very serious cases may move straight Expulsion as a member of the club (see below).

Expulsion

In the most serious cases of continued breaches of policies (following a final written warning) or a serious breach of behaviour a Disciplinary Sub-Committee (Head Coach, Club Welfare Officer and one other Club Officer) will be convened who may propose Expulsion. This decision will be notified by email to the Parents who will be given a minimum of 7 calendar days' notice to respond with any further details.

This proposal will be then reviewed by the Littlehampton SC Executive Committee at their next meeting with any Parental response. The outcome of this decision will be communicated as soon as possible after the meeting to the Parents. During this period the Swimmer will remain on Suspension for maximum period of 6 weeks.

Definitions

Session: A training session, gala or other event organised by or attend as part of Littlehampton Swimming Club. This includes all galas where the swimmer has entered under ASA Laws, representing Littlehampton Swimming Club whether or not this has been formally organised by the club. This could also include conduct at other times when using the Littlehampton SC name or in interactions with other members such as after a training session or when using social media.

Head Coach: Normally the Club's named Head Coach but in certain circumstances others may be asked to deputise in this role for a particular session acting as a Lead Coach, normally a Level 2 qualified Swimming Coach.

Coach: The person designated as leading the session for that lane. Normally a Level 1 or 2 qualified Swimming Coach and / or nominated Lane Helper(s).

Team Manager: Person(s) designated (normally at a gala) to monitor and ensure the wellbeing of swimmers.

Parent: The named Parent, Carer or named Emergency Contact for all swimmers under 18. For Swimmers over 18 this will be the Swimmer themselves however an Emergency Contact may be contacted if there is thought to be any risk to the Swimmer (for example when leaving a session early).

Behaviour Contract: A personalised document between the Swimmer, Parents and the Club to outline specifically in writing areas of concern and what is or is not acceptable and the potential outcomes if the contract is breached. It is expected to be time limited for a period of between 1 and 6 months.

Suspension: During this period the swimmer may not attend or take part in any activity organised by Littlehampton Swimming Club (including training sessions, galas or social events even as a spectator) or represent the club (for example at open meets). During this time all fees will still be payable, and no rebate will be given. Any failure to pay the fees in the prescribed timescale whilst on Suspension will be taken as an immediate intention to leave as a member of Littlehampton Swimming Club and the relevant cancellation of their membership will be notified to the Parents and ASA.

Appeal: Should the Parents following a meeting resulting in a Behaviour Contract or Suspension feel this or other policies have not been properly applied or significant information has not been considered appropriately do have the right of appeal. They should do so in writing (ideally by email) to the Littlehampton SC Secretary. The Secretary will arrange a Committee Meeting to consider the points raised in the Appeal within a maximum of 6 weeks and communicate the outcome. Any Behaviour Contract or Suspension will remain in force during this Appeal. Any similar complaint under the ASA Child Welfare Complaints or ASA Complaints procedure made at the same time will take precedence as the means for resolution.

Additional Points

- i) No debate will be entered into “poolside” on the application of this policy with the Head Coach or other club representatives to ensure sessions can continue for other attendees as planned. If the Swimmer or their Parents at any time feel they need to discuss full details, these should be sent by email to the Head coach and Welfare Officer and / or a separate meeting requested.
- ii) Continued issues or behaviour from the end of one session to the start of the next session that a Swimmer attends shall be treated as consecutive and as one session / event for purposes of this policy.
- iii) Should a meeting be requested that cannot be fulfilled by the Swimmer or Parents within a reasonable timescale, then a meeting will be held in their absence and the outcomes will be communicated by email to the Parents offering the right of reply with not less than 7 days’ notice. Outside a formal Suspension it may be requested that a Swimmer does not to attend further sessions before the meeting can be convened.

Message to all swimmers, parents and carers. The club has introduced a new Social Media Policy, this has already been introduced to the swimmers in our older squads. Please could you all familiarise yourselves with the content of this policy. A copy of this document can also be found on the club website. If you have any queries, please refer them to Sam our club Welfare Officer.