



Exmouth Swimming and Life Saving Society's Discipline Policy.

Membership of Exmouth Swimming and Life Saving Society, as well as participation in its activities, brings with it many benefits and privileges. At the same time all members are expected to fulfil certain responsibilities and behave appropriately as detailed in the Rules of Exmouth Swimming and Life Saving Society, the society's codes of conduct, and the ASA's code of conduct, policies, procedures, rules, laws and regulations.

Where a member behaves in a way which contradicts any of the above the following discipline policy shall be applied.

1. APPLICATION

1.1. This Policy applies to all "members" of Exmouth Swimming and Life Saving Society.

1.2. Discipline matters arising at any time, venue(including in the changing rooms, etc), or activity where a member is representing Exmouth Swimming and Life Saving Society and falls below the expected standards set out by the documents listed above shall be dealt with using the mechanisms of this policy.

1.3. It is not the intention of this policy to deal with minor indiscretions which should be dealt with at the time; these will not be considered to be disciplinary matters.

1.4. The balance of proof when dealing with incidents shall be "on the balance of probabilities".

1.5. Members (and parents/guardians of under 18s) sign to say that they have read the relevant codes of conduct, rules, and this disciplinary policy when they join the society.

1.6. Session fees during suspension:

Full session fees will be due in any suspension period so that the suspended member's place can be reserved.

1.7. Where an incident has occurred the following procedure will be followed:

2. DISCIPLINARY PROCEDURE

2.1. Incident 1 (warning):

A verbal warning will be given. For incidents on poolside the head coach or teacher in charge will issue the warning and inform the relevant subcommittee chairman.

For issues not on poolside the incident should be reported to the relevant subcommittee chairman who will issue the warning.

The subcommittee chairman is responsible for recording the incident and informing the society chairman.



2.2. Incident 2 (meeting):

Where a second, similar, incident occurs within eight weeks this should be reported to the relevant subcommittee chairman who should arrange a meeting with the member concerned, their parent/guardian(s) if under 18, and relevant club officials (including the welfare officer).

At least two club officials should attend the meeting and should discuss why the behaviour is inappropriate and consequences of further poor discipline.

Minutes should be taken of the meeting and kept on record. Minutes should be available to all in attendance and the society chairperson.

2.3. Incident 3 (1 week suspension):

If a further incident occurs within eight weeks of a meeting to discuss similar behaviour that has taken place the incident form in appendix A will be filled in by the official involved and passed to the subcommittee chairperson to be kept on file.

The subcommittee chairperson will contact the member (or parent/guardian if the member is under 18) to discuss the incident and suspension and fill in the appropriate part of the form to record they have done this which is then kept on file.

The member is then suspended from all club activities (including galas where the coach has selected a squad) for the period of 1 week. Upon return the member is on a 12 week probationary period, if no further incident occurs then the record of this incident will be destroyed.

When the incident has taken place at a society event or society session the member should be asked to leave the event by the person designated as in charge; this should be the teacher or coach in charge of the session, a sub-committee chairperson, or sub-committee member.

For under 18s a member of the relevant sub-committee will contact the parent/guardian to ask them to collect their child; NOT to discuss the incident. Sub-committee member to use the following script when making the call:

"Hello its (insert name here) from the (insert section here) sub-committee. I'm ringing to let you know your child/children has/have been asked to leave today's session/event. I am unable to discuss the incident with you but please could you come and collect them from (insert location)? (Insert subcommittee chairman's name) will be in contact when they're available to discuss the incident with you."

2.4. Incident 4 (4 week suspension):

If a further incident takes place whilst the member is on probation another incident form, appendix A, will be filled in by the official involved and passed to the subcommittee chairperson to be kept on file.



The subcommittee chairperson will contact the member (or parent/guardian if the member is under 18) to discuss the incident and the suspension and fill in the appropriate part of the form to record they have done this which is then kept on file.

The member is then suspended from all society activities (including galas where the coach has selected a squad) for the period of 4 weeks and must have a meeting with coaches/teachers, welfare officer and parents/guardians (if under 18) before returning to activities. At this meeting the consequences of any further incident should be discussed.

Upon return the member is on a 24 week probationary period, if no further incident occurs then the record of this incident will be destroyed. If a further incident takes place this will be dealt with as set out in 2.5.

When the incident has taken place at a society event or society session the member should be asked to leave the event by the person designated as in charge; this should be the teacher or coach in charge of the session, a sub-committee chairperson, or sub-committee or committee member.

For under 18s a member of the relevant sub-committee will contact the parent/guardian to ask them to collect their child; NOT to discuss the incident). Sub-committee member to use the following script when making the call:

“Hello its (insert name here) from the (insert section here) sub-committee. I’m ringing to let you know your child/children has/have been asked to leave today’s session/event. I am unable to discuss the incident with you but please could you come and collect them from (insert location)? (Insert subcommittee chairman’s name) will be in contact when they’re available to discuss the incident with you.”

2.5. Incident 5

Should a fifth incident take place within the probationary period then immediately after the incident has taken place the same procedure as laid out in 2.3 and 2.4 shall be followed.

A disciplinary sub-committee (of at least three members including the welfare officer) will be set up to review the incidents that have taken place and decide on further disciplinary action to be taken with the withdrawal of society membership an option as per section 6 of the club constitution and ASA judicial regulations; the member is suspended from representing the society in any capacity until the disciplinary meeting has taken place.

The affected member(s)/parents and guardians will be contacted through the letter in appendix B explaining all relevant incidents, when the review will take place and the procedure for the meeting.

Next Review Date: July 2023



APPENDIX A Exmouth Swimming and Life Saving Society Disciplinary Report Form

Date and time of incident: _____

Name of Reporter: _____ Position: _____

Location of incident: _____

Individual(s) involved in the incident:

Description of the incident (please be concise, accurate and objective):

Witnesses:
Name: _____ Signature: _____

Name: _____ Signature: _____

Signature of reporter: _____ Date: _____



To be completed by the lead teacher or coach of session:

Date and time member or parent/guardian contacted: _____

Length of Suspension: _____ weeks. Date member can return to activities: _____

Length of Probation (from date member returned to activities): _____

Date that probation ends: _____

Lead teacher/coach name: _____

Signature: _____ Date: _____

(This record should be destroyed if no further incident occurs during the probationary period).
APPENDIX B Letter outlining when the formal panel for a third incident is to take place

<Address Line 1>

<Address Line 2>

<Address Line 3>

<Address Line 4>

<Telephone number>

<Date>

Dear <Name>,

On <date> at <location> an incident occurred involving you/ your child(ren) <name> when <short description of incident> occurred.

This is the third similar type of incident that has occurred since we held a meeting with you/your child to discuss the consequences of inappropriate behavior on <date of meeting>; the first having occurred on <date> and the second on <date>.

The first incident resulted in the following action being taken: <brief description of action>. Following the second incident and suspension; an Informal Discussion Meeting was convened, involving the following persons: <name of swimmer; name of reporter; other persons to be present>. At the conclusion of this it was explained that a further incident would result in the formation of a Discipline Panel made up of three members of the Society's Main Committee.

The re-occurrence means that a panel will be held. The date and time of the panel has been arranged for <date/time>. The panel members will be <name (Chairman) name; name>.

You are of course welcome to attend, or you can nominate someone else. You can also appoint someone to represent <name> at the panel hearing.



Exmouth Founded 1893. President: R W A E Snowshall.
Swimming and Life Saving Society affiliated to Swim England.



I have attached for your information copies of all the paperwork that relates to the hearing.

Evidence will be heard from witnesses and <name(s) of accused> will of course be allowed an opportunity to respond to the allegation and to question the witnesses, or this can be done by the representative.

The possible sanctions that can be imposed by the panel are:

- no further action
- team service or other voluntary contribution to Exmouth Swimming and Life Saving Society;
- suspension from competition or event;
- suspension from training;
- written reprimand to be placed in file;
- expulsion from the Club (two-thirds majority)
- other sanctions as may be considered appropriate for the incident.

You will be informed of the Panel's decision at the close of the hearing and a letter will be sent within five days confirming this in writing.

Please do not hesitate to contact if I can provide any further information concerning the hearing.

Yours sincerely,

<Name>
<Position within Club>

www.exmouthswimming.org

"To inspire and enable our members to achieve their potential in swimming and promote lifelong participation and enjoyment of the sport."