



## DISCIPLINARY PROCEDURE

In the event that behaviour of a swimmer, coach, official, volunteer, parent or guardian seriously contravenes the respective code of conducts, the following action will be taken to the individual concerned:

**Stage 1** The President or a deputising club official (i.e. Officer of the Club / Head Coach) will in the first instance give the person concerned a formal verbal warning (and if a swimmer, this may result in them being asked to leave the water and sit on poolside).

**Stage 2** Should further action be necessary, this will take in the form of a formal written warning which will set out the Club's concerns and specify what response the Club requires.

**Stage 3** If neither the verbal or written warnings adequately address the Club's concerns, the person may be excluded for a period of time or indeed permanently from the Club. The decision to exclude somebody from the Club will be communicated in writing.

**Appeal** The person against whom the disciplinary action has been taken will have a right to appeal at any stage.

The appeal must be made in writing and must arrive with the Club Secretary and Wellbeing & Protection Officer(s) within 14 calendar days of having received either a written warning or correspondence communicating a decision of exclusion.

The Management Committee along with Wellbeing & Protection Officer(s) will consider the appeal and will, at its discretion, agree to a formal disciplinary hearing. A written response will be provided within 14 calendar 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.

Each stage of the disciplinary procedure will be taken by the appropriate members of the Management Committee in partnership with the Wellbeing & Protection Officer(s) and noted in its minutes (restricted format) so that an accurate record of events and decisions are maintained.

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