

CITY OF SOUTHAMPTON SWIMMING CLUB

The Quays Swimming and Diving Complex
27 Harbour Parade, Southampton, SO15 1BA

CSSC Disciplinary Procedure

Breaches of the City of Southampton Swimming Club (CSSC) Code of Conduct for Swimmers and Parents, and other CSSC policy documents will be dealt with in accordance with the procedures set out in this document. Disciplinary procedures are only applicable to breaches of Club rules by members of CSSC and parents/carers. The Club does not have the powers to consider complaints against non-members, members of other swimming clubs or address offences under ASA Law.

Objective:

CSSC is committed to enforcing its Code of Conduct and policies relating to its members and their parents/carers. This policy is set out to guide the Committee and inform members of CSSC and their parents/carers of the disciplinary process. It provides guidelines for disciplining members of CSSC and parents/carers who contravene the Code of Conduct and their obligations as set out in the club's policies. The primary objective is to encourage members to comply with the Code of Conduct and fulfil their obligations as set out in the club's policies.

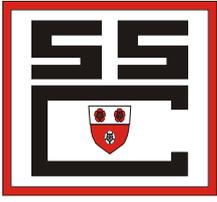
General Principles

CSSC disciplinary procedures are based on the following principles:

- The disciplinary rules and procedures are designed to be non-discriminatory and are to be applied irrespective of sex, racial group, sexual orientation, disability, religion, age, or any other bias.
- All matters will be dealt with in accordance with the Club Constitution.
- It is expected that most matters will be dealt with on poolside or at the point of incidence informally at the time of the event.
- Any behaviour that is considered to be unacceptable by coaching staff or team managers may lead to a 'behaviour contract' being issued.
- All matters relating to disciplinary action will be handled as speedily as possible.
- A person wishing to make a formal complaint about inappropriate conduct should normally do so within 14 days of the incident, or no longer than 28 days from the date of the incident. This should be made in writing by emailing the Club Chairman – chairman@cssc.org.uk and copied to the Welfare Officer csscwelfare@gmail.com
- Persistent or serious breaches of conduct will be reported to the Club Chairman and Welfare Officer – preferably in writing.
- No member will be dismissed from the Club for a first breach of conduct except in the case of serious or gross misconduct.
- Club members will have a right of appeal against any formal disciplinary decision.

Procedure

Each formal stage of the disciplinary procedure will be overseen by the CSSC Committee. Minutes / notes from disciplinary meetings will be recorded so that an accurate record of events and decisions is maintained. On receipt of a formal written complaint the CSSC Chairman and Welfare Officer will decide what initial action to



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take. If it is decided the matter should be handled formally and a disciplinary investigation is necessary, the Welfare Officer will investigate the incident. For serious or gross misconduct, it will be referred to an appropriate disciplinary committee to investigate.

Serious incidents may be reported to the Chairman or Club Welfare Officer and the parents/carers of the swimmers involved will be informed that the incident has been reported to the Club Welfare Officer for inclusion in the swimmer file.

When an injury has occurred, this must be recorded in the Accident Log Book. The Coach or his/her deputy must inform the parents/carers of the swimmer/s as soon as possible. All reports are private and confidential and will only be disclosed to the ASA Welfare Officer (as required) and those entitled to see them under law.

Behaviour at CSSC is monitored by **all** club coaches. In some cases the club coaches may be training alongside the swimmers or they may be taking a different squad and witness poor / unacceptable behaviour. Club coaches who witness breaches of agreed standards of behaviour should in the first instance email the Head Coach with details of the incident / behaviour. The Head Coach will then discuss with the relevant Squad Coach and decide on an appropriate way forward.

Complaints regarding the conduct of parents/carers should be sent to the CSSC Chairman and copied to the Club Welfare Officer in the first instance. Whilst this policy is written to detail the process of managing swimmer's behaviour the same four stages of disciplinary action apply to dealing with unacceptable behaviour of parents/carers.

Coaching Issues

In the first instance of a swimmer failing to uphold reasonable and respectable behaviour or the required standards during training sessions or competitions, or where a swimmer is in obvious breach of the swimmer training contract or club code of conduct, the following procedures should be enacted.

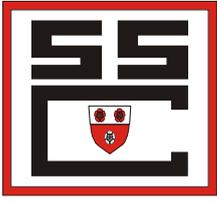
Firstly, the Coach in charge of the session/group/squad where the incident or behaviour occurred will endeavour to deal with the situation at the time through informal intervention. Interaction and discussion with the swimmer, also notifying parents where considered to be appropriate.

This situation is defined in **Stage 0** of the disciplinary procedure below and may also result in the swimmer being excluded from the session where the inappropriate behaviour takes place, and/or invited to a performance review meeting with their parent/carer, the Squad Coach and/or the Welfare Officer.

If the swimmer continues to fail to meet the expected standards of behaviour, they will immediately be placed on **Stage 1** of the disciplinary procedure.

Summary Outcome

- The Squad Coach attempts immediate informal intervention/interaction/discussion to try and resolve the problem or substandard performance.
- The swimmer may be excluded from the session concerned or subsequently invited to a Performance/Behaviour review meeting with parent/carer, the Squad Coach and/or the Head Coach.
- For a second breach, or short-term repeated breaches of agreed behaviour/standards, a verbal warning will be issued by the Squad Coach (Stage 1 of the disciplinary procedure). This will be followed up in writing with a report to the Head Coach, Chairman and Welfare Officer.
- The swimmer may be relocated to a training group that is deemed more suitable by the Head Coach.



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- **Stage 2** of the disciplinary procedure will be considered.

FOUR STAGES OF DISCIPLINARY ACTION

Stage 0 – Normal Coaching Intervention / Interaction

It is anticipated that most coaching, training and behavioural issues can be appropriately, effectively and quickly dealt with through normal and informal intervention and discussion by the Squad Coach with those parties responsible.

This will always be the first action taken by the Squad Coach and whilst it does not require observation or verification by any other persons, the respective Squad Coach may inform or consult with the relevant parents/club coaches if considered appropriate for the situation or behaviour that has taken place.

Squad Coaches have the authority to exclude a swimmer from the session where the incident takes place, and to invite the swimmer to a 'Performance Review' meeting with themselves, the Head Coach and the parent/carer should they deem it necessary.

Squad Coaches may use their discretion and judgement to initiate and repeat Stage 0 on any number of occasions prior to moving to Stage 1, which should always be a final resort once it is clear that normal coaching interventions or interactions are not resolving the matter.

Examples of reasons for Stage 0 are (but are not limited to):

- Swimmer repeatedly not following set training requirements
- Swimmer interrupting the training session for other swimmers
- Rude language / behaviour used during training
- Swimmer disrespecting the Squad Coach

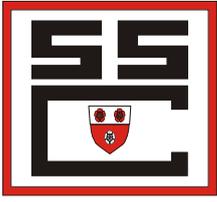
If a swimmer continues to fail to meet the expected standards of behaviour, they will immediately be placed on **Stage 1** of the disciplinary procedure.

Stage 1 – Verbal Warning Issued

Where a swimmer's conduct does not improve in response to Stage 0 coaching intervention or he/she commits a minor offence or incident, the Squad Coach, at his/her discretion, will issue a formal verbal warning to the swimmer, of which a written record will be kept. The swimmer's age, previous disciplinary record and the seriousness of the incident will be taken into account. If the member is under 18, the Squad Coach will make reasonable efforts to inform the respective parent/carer prior to leaving the session/competition/facility that same day.

The Squad Coach will notify the Head Coach of the verbal warning (normally within 24 hours), whom will duly inform the member, or parent/carer if under 18, in writing of:

- The reason for the warning, the improvement required and the date when the warning expires. This may include the issuing of a special Swimmer Behaviour Contract.
- That such action is undertaken under Stage 1 of the disciplinary procedure.
- That action under Stage 2 of the disciplinary procedure will be considered if there is no satisfactory improvement before the expiration of the verbal warning period or if further acts of misconduct occur.



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- His/her rights of appeal as laid out by the ASA in the current ASA laws.

Summary Outcome:

- Formal verbal warning, of which a written record will be kept.
- The member, or parent/carer if under 18 years of age, will be informed in writing and a Swimmer Behaviour Contract may be issued.
- Stage 2 of the disciplinary procedure will be considered.

Stage 2 – Written Warning Issued

In the case of more serious incidents, or if a further offence occurs (whether of a similar or different nature) a written warning will be issued to the member and parent/carer by the Head Coach or Chair of the club.

This will give reasons for the warning, the improvement required and the date when the warning expires – it will warn that action under Stage 3 of the disciplinary procedure will be considered if there is no satisfactory improvement or further acts of misconduct occur and will advise of his/her rights of appeal. Similar to Stage 1, the written warning may be accompanied by issuing the member with a Swimmer Behaviour Contract to abide by.

Summary Outcome:

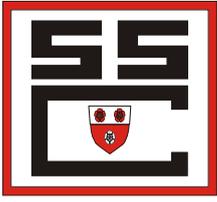
- A written warning will be issued to the member and parent/carer.
- A Swimmer Behaviour Contract may be issued.
- Stage 3 of the disciplinary procedure will be considered.

Stage 3 – Suspension or Termination of Membership

If conduct is still unsatisfactory and the member still fails to reach the prescribed standards despite receiving a written warning, or if the member has committed an act of serious or gross misconduct, suspension and/or termination of a swimmers membership by CSSC may occur. Suspension or termination of membership may also result from a serious breach of any of the ASA or CSSC codes or policies.

Examples of gross misconduct could be (but are not limited to):

- Fighting, physical or sexual assault, violence, threatening behaviour or deliberate and serious damage to people or property.
- Anti-Doping Regulation violations.
- Gross insubordination, including failure to comply with reasonable requests / instructions.
- Incapacity for training owing to the use of alcohol or illegal drugs.
- Gross negligence or incompetence which causes serious loss, damage or injury.
- Serious breaches of club rules relating to Health and Safety.
- Bullying or harassment on the grounds of sex, race, disability, age, sexual orientation, religion or belief or any other protected characteristic of another swimmer, coach, committee member, visitor or any other third party to whom the club has a duty to prevent such discrimination.



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- Indecent, offensive or immoral behaviour, including swearing and using offensive language in the presence on young swimmers.
- Offensive use of social media which could be classified as bullying or harassment or bringing the club into disrepute.
- Serious breaches or continued violation of the rules outlined in the Code of Conduct.

Only the Committee of CSSC can make a decision to terminate a swimmer's membership. However the Head Coach has full authority over the population of training squads and if Stage 3 has been reached, he/she may withdraw access to any or all squad(s) training sessions for the swimmer concerned.

Before termination of a swimmer's membership is made by CSSC for any of the above reasons, a full investigation and interview will be carried out. Self-termination of membership (resignation) can be requested at any time by formal letter to the Chairman of CSSC. All subscriptions and fees due must be paid when membership is terminated. Members leaving without payment of outstanding fees will be reported to the ASA. Any appeal against termination of membership must be submitted to the Club Secretary within 14 days of the outcome.

If disciplinary action is being undertaken against a member/parent/carer, rights to stand on the Committee and/or attend committee meetings/AGM's may be suspended until the outcome of the investigation has been determined.

Investigation

Serious or gross misconduct will be subject to investigation. The purpose of an investigation is to establish the facts of the case and to record them. The level of investigation into a complaint or incident must be decided by either the Club Chairman, or the Chair of the Disciplinary Committee, and must be based on a judgement of its nature, seriousness and how much is known about the circumstances of the misconduct.

It is important to remember that it is the purpose of any subsequent disciplinary hearing to make judgement on the facts presented. So the investigation must focus on relevant facts. In the event that the investigation reveals further incidents, these may be subject to investigation by the Disciplinary Committee.

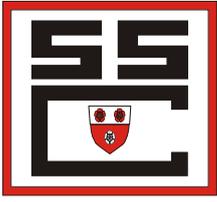
Timing

Investigations that may lead to disciplinary action must take place as soon as reasonably possible after any misconduct is alleged. Investigations should be conducted as early as possible and within 28 days of a complaint being received unless there are justifiable reasons for extending the timeframe (e.g. personal or family holidays). Any extension to the time limit must be fully documented by the Disciplinary Committee and agreed in writing by the Chairman. The Disciplinary Committee must inform the member or parent/carer of the member under investigation in writing of the extension and the reason for it.

Members of CSSC who do not respond, without good reason, to a statement of alleged misconduct and/or do not attend a disciplinary review meeting must be made aware that they may have their case decided in their absence.

Possible outcomes following a disciplinary hearing:

- No action
- Written warning. This will remain in place for an agreed period of time with conditions attached.
- Swimmer Behaviour Contract



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- Temporary suspension
- Final written warning
- Permanent termination of membership
- Matter referred to Police/ASA

Recording

The member will be notified in writing of the details of any disciplinary outcome and the reasons for the outcome letter. This will be sent to the member/parent/carer within 14 days of the conclusion of the disciplinary hearing unless there are good reasons for an extension to the time frame.

Following a Disciplinary Hearing

Disciplinary outcomes will remain in force for an agreed period of time except in the case of permanent termination of membership.

Termination of Membership

This outcome will only be used in cases where either a continued pattern of serious misconduct or an individual act of gross misconduct has meant termination of membership is the only viable option.

Right of Appeal

- First right of appeal is to the Club Chairman. The appeal must be received within 14 days unless there is good reason to extend the time frame.
- The Club Chairman will organise an independent assessment of the case and report within 28 days unless there is good reason to extend the time frame. A final right of appeal is possible under ASA Judicial Laws.
- The Committee of CSSC will review this procedure at regular intervals to ensure that it is effective and is achieving its stated objectives.

Contacts:

CSSC Chairman - chairman@cossc.org.uk

Welfare Officer – csscwelfare@gmail.com

Head Coach – cssc.headcoach@gmail.com