



DISCIPLINARY PROCEDURE

AIM

To ensure all athletes involved within the sport participate within the agreed philosophy and set of standards of Garioch Amateur Swimming Club (GASC).

PURPOSE

To establish a minimum standard of behaviour required of swimmers / members both on and off poolside. This applies to training sessions, galas, meets, camps and any associated GASC activity. In order to maintain the Club's reputation as a friendly and disciplined organisation and above all for the safety and wellbeing of swimmers, all members must agree to abide by the Rules of the Club and in particular the rules contained in this procedure.

GENERAL

GASC will not tolerate bullying in any of its many forms:

- Members should behave in a polite, safe and responsible manner at any time they are representing or associated with GASC, whether in training, and when travelling to or from a gala or meet.
- Members should respect the right and dignity of others, behave without discrimination and treat others with due consideration.
- Members should not use abusive language or act in an aggressive manner in any time.
- Members should respect at all times the swimming facilities they are using and behave in a courteous way towards pool staff.

PRINCIPLE STATEMENT ON ETHICS

Sporting integrity is based on the acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right. SportScotland's goal is to create a sporting environment where violence, breaking the rules, the abuse of drugs, the lack of fair play and other unethical behaviour are automatically rejected as being irrelevant to the true purpose of sport.

SANCTIONS / PUNISHMENT

In the event that the behaviour of a swimmer, member of the coaching team or Management, or a parent volunteer contravenes the club codes of conduct, or their actions / behaviour are deemed inappropriate, the appropriate disciplinary action will occur.

GASC operate a three-tier system and the following action will be taken:

1. The President / Head Coach or a deputising club official will in the first instance give the person concerned a formal verbal warning.
2. Should further action be necessary, this will take the form of a formal written warning which will set out the Club's concerns and specify what response the Club requires. The person concerned may submit a written response within 14 days of the correspondence having been received. If no response is received it will be deemed that the formal written warning was understood and accepted.

3. If neither the verbal nor written warning adequately address the Club's concerns or have been ineffective, the following actions may follow:

- a. Temporary exclusion
- b. Suspension
- c. Membership withdrawal
- d. Any sanction deemed appropriate by the Head Coach / Management

The person against whom the disciplinary action is taken will have a right of appeal. The appeal must be made in writing and must arrive with the Club Secretary within 14 days of exclusion. The Management will consider the appeal and will, at its discretion, agree to a formal disciplinary hearing. A written response will be provided within 14 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.

Ultimately in whatever form the disciplinary action is taken, it will be decided by the Management Committee. In accordance with the Club's constitution, only the Committee can ultimately withdraw the Membership of a swimmer, a decision not taken lightly, but taken in the interests of the safety and well-being of the swimmers and Club as a whole. Each stage of the disciplinary procedure taken by the Management will be noted in its minutes so that an accurate record of events and decisions is maintained. In the event that the disciplinary matter concerns a member of the Management, the person concerned will be asked to leave the room during the discussion.

Serious incidents will be reported to the Scottish Amateur Swimming Association (SASA) in accordance with SASA guidelines.