



PERTH CITY SWIM CLUB

Disciplinary procedure

In the event that the behaviour of a swimmer, a member of the coaching team or Management Group, or of a parent or volunteer gives grounds for concern or contravenes the agreement defined within any relevant PCSC code of conduct, the following will apply:

- The President or a deputising club official will in the first instance discuss the concern with the individual and may issue a formal verbal warning
- Should further action be necessary, this will take the form of a formal written warning which will set out the Management Committee's concerns and specify the response required. The individual concerned will be required to submit a written response within 14 days of the correspondence having been received.
- If neither the verbal or written warnings adequately address the concerns, the individual may be excluded from the Club. The decision to exclude any individual from the Club will be communicated in writing.
- Where there is evidence of criminal activity; that the actions of a member have brought the reputation of the Club into disrepute; or that a serious Welfare issue has occurred, the Club President may recommend immediate suspension of the member pending further investigation

Each stage of the disciplinary procedure will be agreed by the Management Committee Executive and an accurate record of events and decisions will be maintained.

In the event that the disciplinary matter relates to a member of the Management Group, the individual will not be present during any discussion relating to the concern.

The individual against whom the disciplinary action has been 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 having received either a written warning or correspondence communicating a decision of exclusion. The Management Group 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.



PERTH CITY SWIM CLUB

Should the appeal be rejected, the matter will be considered closed and there will be no further right of appeal.

In matters relating to a Junior Member (under 18 years of age), or an adult member with additional needs, a parent or carer will be included at all stages of the disciplinary procedure