

Sevenoaks Swimming Club Disciplinary Policy

Introduction

Sevenoaks Swimming Club recognises that it is its responsibility to ensure a safe and welcoming environment for all swimmers, water polo players, synchro athletes, spectators, helpers, officials, teachers and coaches.

In order to assist Sevenoaks Swimming Club in meeting its responsibility and in order to promote and ensure your well-being (as well as the well-being others affected by your behaviour), Sevenoaks Swimming Club must rely upon each member to adopt and maintain a responsible attitude with regard to their own behaviour, therefore all individuals are required to conduct themselves, at all times, in a manner that is safe, responsible and socially acceptable.

Responsibility of Management

Sevenoaks Swimming Club structure and method of operation requires that all individuals are accountable to the "PERSON IN CHARGE" for their particular activity.

The "PERSON IN CHARGE" reports to the Officers of Sevenoaks Swimming Club through the Executive Committee.

In addition, Sevenoaks Swimming Club has established a Disciplinary Committee who directly account to the Sevenoaks Swimming Club Executive Committee. This Committee will meet as required in order to investigate / respond to a particular incident and / or allegation that are deemed serious enough by the Club Welfare Officers.

The Disciplinary Committee

This Committee consists of voting members of Sevenoaks Swimming Club and will normally consist of at least 3 of the following:

One of the Club Welfare Officers;

Coach/Teacher of the squad associated with the person for whom the disciplinary is being taken;

Club Head Coach;

Club Chairman (or deputy in his/her absence).

Promoting good practice

Sevenoaks Swimming Club Disciplinary Policy is designed to promote good practice, and all individuals are required to demonstrate exemplary behaviour in order to create a positive culture and climate, this includes:

Providing children and young people with appropriate behavioural leadership and guidance whilst in the care of Sevenoaks Swimming Club. Allowing all staff /volunteers to make informed and confident responses to specific behavioural issues as they arise.

The Disciplinary Committee has particular responsibility for the following:

1. To receive written submissions of ALL complaints no later than 7 days after the incident which gave rise to the complaint occurred, or within 24 hours if the complaint arises from a perceived health & safety, safeguarding issue or injury.
2. If the complaint involves a safeguarding issue, refer to the procedures set out in the Sevenoaks Swimming Club Child Protection Policy.
3. To convene a disciplinary hearing as soon as practicable; but not later than 21 days after a complaint is received.
4. To record ALL incidents and complaints, ensuring that they are shared on a 'need to know' basis and securely stored, restricting access to only those directly involved.
5. To investigate ALL reported incidents and complaints.
6. To notify all parties involved, not later than 7 days after the hearing, of the decision of the Disciplinary Committee.

The Disciplinary Committee shall not hear any charge against a member of Sevenoaks Swimming Club aged 18 years or under unless their parent or guardian is present. Such parent or guardian shall be allowed to speak as well as the said member. Any other member of Sevenoaks Swimming Club aged 18 or over against which a disciplinary charge has been made shall have the right to have 1 other person present with them at the hearing, that other person shall have the right to speak.

Taking Action

Disciplinary Action shall be taken where health & safety practices have been breached and / or where members' behaviour becomes unacceptable to others and / or is persistently below standard and / or damages the reputation of Sevenoaks Swimming Club.

Any complaint shall be made, in writing, to the Welfare Officer(s) of Sevenoaks Swimming Club no later than 7 days after the incident which gave rise to the complaint occurred, or within 24 hours if the complaint arises from a health & safety breach, safeguarding incident or injury.

The Welfare Officer(s) shall, in the event that a complaint is made against another person, submit full details of the complaint to the individual against whom the complaint is being made no later than 7 days after the incident which gave rise to the complaint occurred.

The Disciplinary Committee, subject to ratification by the Sevenoaks Swimming Club Executive Committee is empowered to:

1. Issue a Verbal Warning
2. Issue Written Warnings (usually in the form of a behaviour contract)
3. Suspend up to indefinitely
4. Expel

Normally, the disciplinary process will follow this 4-step process however Sevenoaks Executive Committee reserve the right to impose any of these sanctions should a serious breach of the clubs' codes of conduct take place.

Right of Appeal

Any member of Sevenoaks Swimming Club found guilty of breaching the disciplinary policy shall have the right of appeal to the club. Any such appeal against the decision of the Disciplinary Committee shall be made in writing to the Executive Committee, within 21 days from receipt of the original decision.

The Executive Committee shall within 7 days of receiving such notice of appeal set up an "Appeals Committee" which shall consist of at least 4 voting members of the club, who shall be independent of the Disciplinary Committee.

Pending the hearing from the "Appeals Committee" any sentence imposed by the Disciplinary Committee shall be suspended, except where immediate safeguarding issues are involved and the matter is in the hands of either Social Services and / or the Police.

Should the final decision include either suspension or expulsion from Sevenoaks Swimming Club a full copy of the investigation, findings and conclusions will be lodged with both Kent Swimming and Swim England.

Unacceptable Behaviour

In the event of any incident involving "unacceptable" behaviour the report must outline the reasons why such action being instigated, the events immediately preceding the incident, the actions taken during the incident, the events immediately following the incident, the names of all involved in the incident, and the names of all witnesses to the incident. These documents form the basis of any subsequent investigation and will be used in the event of any disciplinary proceedings arising from the incident.

Behaviour becomes "unacceptable" when it is considered "offensive" to others. This includes but is not limited to the following:

Theft

Wilful damage to property and/or equipment

Acts of vandalism

Abuse of alcohol and / or drugs

Bullying

Offensive language

Aggressive / violent acts

Threatening behaviour

Repeated failure to comply with instructions / directions

Failure to comply with the clubs' codes of conduct

All breaches of health and safety practices

Bringing the club into disrepute.

Warning! Failure to comply with all safety requirements and /or unacceptable behaviour could mean expulsion from the Sevenoaks Swimming Club!

Conclusion

Good behaviour is everybody's responsibility - it's NOT an optional extra! This applies not just to your own behaviour, but also extends to the well-being of others who may be affected by your own attitude and actions. This is particularly important to those individuals who are too young to understand the complexities of such responsibility, and who perceive others as role models and who look to others to provide relevant moral leadership.

Signed: Liz Wallace

Title: Club Welfare Officer

Dated: 30th November 2018