



City of Wakefield Swimming Club Disciplinary Procedure

Coaches have a right to be treated with respect by swimmers and parents/carers, to be able to coach without interruption, and to have their instructions followed by swimmers.

Swimmers have a right to be able to learn, to be treated with respect, to be listened to, to feel safe, to understand what is expected of them and to be treated fairly. Parents/Carers have a right to expect their swimmers to swim in a safe environment, to be treated fairly and with respect, and to be able to raise concerns and be told when there are issues.

The Head Coach will set the requirements for behaviour and discipline during training and other club events and will communicate these requirements to all coaches and swimmers on a periodic basis.

Coaches will take appropriate action to ensure adherence to these requirements, ensure a safe learning environment, treat swimmers and parents/carers with respect, have high expectations, encourage swimmers to discuss their concerns, encourage swimmers to act honestly when incidents happen, ensure swimmers understand the boundaries of responsible behaviour, inform parents/carers of issues or concerns and report incidents of unacceptable behaviour to the Welfare Officer.

Swimmers should treat each other with respect, listen to and follow the instructions from coaches, sort out difficulties where possible or ask for help, allow others to participate and make their best efforts at all times.

Parents/Carers should ensure swimmer's punctuality to all sessions, treat other swimmers, parents/carers and coaches with respect, inform a coach, Welfare Officer or an Executive Committee member of any behaviour or bullying issues and support the coaches when a swimmer has behaved in an unacceptable manner.

Unacceptable Behaviours

The following defines the types and seriousness of behaviours that are unacceptable:

Minor misbehaviours: include occasional time-wasting, arriving late to a session, failing to listen, talking when coaches are speaking, inadequate effort etc.

Serious misbehaviours: include behaviour which negatively affects the progress of other swimmers, refusal to follow instructions, serious disruptive behaviour, rudeness or being disrespectful, using bad language, persistent minor misbehaviours etc.

Very serious misbehaviours: include physical assault, verbal abuse/threatening behaviour, bullying, racist abuse, drug and alcohol related offences, wilful damage to club or leisure centre property, theft, persistent disruptive behaviour, repeated serious misbehaviour etc.

Responding to Unacceptable Behaviour

The club will normally use a stepped approach to respond to unacceptable behaviour with the coaches, Welfare Officer and/or Executive Committee members aiming to match the level of the response to the degree of seriousness of the misbehaviour:

Responses to minor misbehaviours include:

- Advice and counselling
- Informal verbal reprimand
- Instruction to sit out from the session/event for a short period
- Instruction to sit out for the remainder of the session/event – swimmers under 16 shall be required to stay on pool-side for the duration of the session unless collected by a parent/carer
- In the event of repeated minor misbehaviours a formal verbal warning about unacceptable behaviour may be issued by the coach, which will be reported to the Welfare Officer and Club Secretary, for recording in the club's records, and to the appropriate parent/carer.

Responses to serious misbehaviours include:

- Advice and counselling
- Formal written warning of unacceptable behaviour which will be recorded in the club's records
- Withdrawal of invitation to certain sessions or a fixed-term exclusion from all sessions
- Movement of the swimmer to an alternative squad
- Incidents of serious misbehaviour will be reported by the coach to the Welfare Officer and Club Secretary for recording in the club's records.

Responses to very serious include:

- Final formal written warning of unacceptable behaviour which will be recorded in the club's records
- Fixed-term exclusion from all sessions
- Permanent exclusion from the Club
- Incidents of very serious misbehaviour will be reported by the coach to the Welfare Officer and Club Secretary for recording in the club's records.

Formal written warnings will be issued by the Club Secretary following consultation and agreement between the Executive Committee, the Welfare Officer and the Head Coach over the measures to be taken.

Permanent exclusion from the club, fixed term exclusion from all sessions and withdrawal of invitation to certain sessions will be with loss of fees paid.

Unacceptable behaviour will be monitored, recorded and reviewed.

Swimmers and parents/ carers who repeatedly display unacceptable behaviour and do not respond to the measures taken will be moved to the next level of response.

Parents/carers will be informed when the behaviour of a swimmer/ themselves causes concern or when any formal action is taken in line with this policy, and will need to be increasingly involved if the unacceptable behaviour becomes more serious.

The club may be able to provide additional advice, support and guidance for swimmers whose behaviour is affected by extenuating circumstances as part of its support system and will work closely with parents/carers where possible. The Welfare Officer is available for guidance – contact details are on the club website.