

BEHAVIOUR LADDER

Guidance for use:

- The Clevedon ASC Behaviour Ladder is to be used in conjunction with the Code of Conduct as a structured and transparent way to respond to behaviour or actions which do not align to the Code of Conduct, Club expectations or the general expectations of members, swimmers or others associated with the club
- The 8 step ladder lays out an increasing scale of outcomes/responses subject to the nature and/or recurrence of the behaviour in question, with a focus on providing good opportunities as a priority for the swimmer to self-reflect and adjust their behaviour with support from the club, their coach and as required their parents/guardians.
- A range of outcomes then follow if this self-adjustment is not effective or for more serious events ranging from formal verbal warnings through to temporary and ultimately permanent exclusion measures.
- While an escalating scale of outcomes are laid out, the behaviour in question may trigger an immediate need to invoke one of the higher consequence outcomes directly, such as moving straight to an immediate verbal warning or temporary suspension at the coaches discretion.
- The principle focus of the ladder relates to swimming members. Other adult members are expected to follow the code of conduct and in the event of a breach of the code or other unwelcome behaviour, the individual case will be addressed with the adult and representation from the club committee, typically the Chairperson, Welfare Officer and Inclusion Officer.
- The ladder should be accessible and understood principally by the coaching team who have most regular contact with the swimmers. Swimmers, parents and other club members should be aware also.

	Example(s) of behaviour	Outcome/action taken	Who
1	<ul style="list-style-type: none"> • Failure to follow the swimmers code of conduct as previously explained and signed by the swimmer. 	<ol style="list-style-type: none"> 1. Swimmer reminded of the club's expectations; 2. Their negative actions will be highlighted by coach, team manager or poolside assistant; 3. A self-modification by the swimmer is expected. 	<ul style="list-style-type: none"> • Swimmer • Coach
2	<ul style="list-style-type: none"> • Repeat failure to follow the code of conduct, despite the initial reminder 	<ol style="list-style-type: none"> 1. A direct, verbal request for the swimmer to modify behaviour from coach, team manager or poolside assistant. 	<ul style="list-style-type: none"> • Swimmer • Coach
3	<ul style="list-style-type: none"> • Continued failure to follow the code of conduct despite the direct, verbal request. • Swimmer's conduct results in a coach being withdrawn from group responsibilities • Non-engagement with activities 	<p style="text-align: center;"><u>FIRST VERBAL WARNING</u></p> <ol style="list-style-type: none"> 1. A verbal warning issued to the swimmer highlighting the issue and reminder of the code of conduct and subsequent behaviour ladder sanctions 2. Parents/guardians and Welfare Officer will be informed 3. OnDeck attendance to be altered to reflect participation. 	<ul style="list-style-type: none"> • Swimmer • Coach • Parent/Guardian • Welfare Officer
4	<ul style="list-style-type: none"> • Continued failure to follow the code of conduct despite First Verbal Warning • Rude, abusive, bullying or discriminatory behaviour toward others. 	<ol style="list-style-type: none"> 1. Swimmer asked to sit out of part (20 min time out) or all of the session (as determined by coach), to reflect upon the situation and read the Code of Conduct followed by a discussion with the coach. 2. Parents/guardians contacted, informed and may be asked to collect the swimmer. 3. Parent/guardian (or nominated adult) required to be poolside at beginning and end of sessions for a short period 	<ul style="list-style-type: none"> • Swimmer • Coach • Parent

All instances below this section will be recorded for monitoring and evidence if further escalation occurs

5	<ul style="list-style-type: none"> • Continued failure to follow the code of conduct despite 'time out' period. 	<u>SECOND VERBAL WARNING</u>	<ul style="list-style-type: none"> • Swimmer • Coach
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	Example(s) of behaviour	Outcome/action taken	Who
	<ul style="list-style-type: none"> Fighting or physically or verbally aggressive. Repetition of rude, abusive, bullying or discriminatory to others. Use of social media to bully, intimidate or belittle others 	<ol style="list-style-type: none"> Swimmer instructed to sit out for the remainder of the session/competition and return to poolside dressed until collected. Parents/guardians informed, asked to collect swimmer & reinforce positive behaviour. Parent/guardian (or nominated adult) required to be present throughout training sessions on poolside for a specified period. 	<ul style="list-style-type: none"> Parent
6	<ul style="list-style-type: none"> Repeat behaviour requiring repeat of the Second Verbal Warning Consumption of alcohol or smoking linked to a club event 	<ol style="list-style-type: none"> Swimmer asked to meet with coach, Head Coach, Welfare Officer and parents/guardians to discuss how positive behaviour will be maintained. Swimmer and parents/guardians may be required to sign a Behaviour Plan in accordance with ASA WAVE POWER. 	<ul style="list-style-type: none"> Swimmer Coach Head Coach Parent Welfare officer

7	<ul style="list-style-type: none"> Breach of the agreed Behaviour Plan Persistent unmanageable behaviour Physical or verbal aggression / behaviour that is deemed a danger to others Theft or other criminal activity 	<p style="text-align: center;"><u>TEMPORARY SUSPENSION</u></p> <ol style="list-style-type: none"> Club welfare officer and executive officer(s) contacted and temporary suspension from the club. Swimmer and parents/guardians will be notified of the period of suspension. Note: fees are not refundable in these circumstances. Swimmer and parents/guardians will be required to sign a Behaviour Plan in accordance with ASA WAVE POWER. 	<ul style="list-style-type: none"> Swimmer Coach Head Coach Parent Welfare officer Club Chairperson
8	<ul style="list-style-type: none"> Failure to modify behaviour despite all above strategies being applied The swimmer remaining as a member is not in the best interests of the club 	<p style="text-align: center;"><u>PERMANENT EXCLUSION</u></p> <ol style="list-style-type: none"> Permanent exclusion from the club following an investigation and panel hearing. Club reserve right to inform the ASA. 	<ul style="list-style-type: none"> Swimmer Coach Head Coach Club Chairperson Parent/Guardian Welfare Officer ASA

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Appendix 1 - ASA Behaviour Plan – Example

From: WAVE POWER 2016

Behaviour Contract

Date: DD/MM/YYYY

Contract between **Clevedon Amateur Swimming Club** and *[name of swimmer]*

This contract has been drawn up by the Welfare Officer, CASC to address incident(s) of:

1. *[Insert incident summary here]*

On return to swimming from date, *[name of swimmer]* will:

1. Abide by the ASA/CASC Code of Conduct, copy attached.
2. Act in a manner that upholds the Code of Conduct, his personal reputation and the reputation of CASC.

Additionally, *[name of swimmer]* will not:

- 1.

Mr and Mrs /guardian will be required to:

1. Reinforce with *[name of swimmer]* the expectations for good behaviour as per the Code of Conduct,
2. Assist *[name of swimmer]* by encouraging him/her to:
3. Ensure supervision of *[name of swimmer]*
4. Inform the CASC Welfare Officer of any concerns about other swimmers behaviour towards *[name of swimmer]*

The behaviour contract will be reviewed after 4 weeks to ascertain compliance. **Review date : [DD/MM/YYYY]**

If *[name of swimmer]* is reported to have breached this contract or to have behaved in a way that would be a serious breach of the Code of Conduct, the following steps will be taken:

1. Mr and Mrs X / guardian will be informed immediately.
2. A member of the club Committee, for example the Welfare Officer / a club coach, will investigate the allegations and a panel hearing may then be convened to consider if the allegations as above.
3. If the action is proven and is a breach of this contract, a panel will decide upon the sanction, this may be a fixed term or permanent club exclusion.

Signed:

Member:

Date:

Parent 1:

Date:

Parent 2 (if applicable):

Date:

Welfare Officer:

Date: