

Disciplinary Procedures

Behaviour and personal conduct must, at all times, be of a high standard and reflect favourably on Bethnal Green Swimming Club and the sport. It is hoped that only on very rare occasions will any disciplinary action be taken against any member of the club but the club accepts that procedures must be in place should the constitution or club codes be breached. The disciplinary procedure must cover both swimming and non swimming members. In all cases a party under the age of eighteen must be advised of their right to be accompanied by a parent/carer/guardian. A child under the age of eighteen must never be interviewed without a parent/carer/guardian being present. The wishes of both parties when dealing with a dispute and where appropriate, any penalty, will be taken into consideration. If the alleged breach is also a Breach of ASA law, the matter will be referred to the ASA District Judicial Tribunal. For other breaches they will be dealt with in accordance with the Disciplinary Procedures of Bethnal Green Swimming Club which follow ASA guidelines.

Definitions :

Incident Book:

A book retained by the Administration Desk which records all incidents where behaviour has given cause for any of the reasons listed.

Appeal Hearing:

A hearing set up by the Secretary at the request of any member. The hearing shall be held within 7 days and the matter shall be determined by the Chairperson and the Child Welfare Officer, in the case of a child, together with two other persons of the member's choice.

Disciplinary Hearing:

A hearing called by the Secretary to consider any allegation as set out herein. The member may attend the hearing together with any other person of the Member's choice. The hearing shall be before the Club Chairperson, Club Secretary, Club Child Welfare Officer, in the case of a child, and the Grievance Sub Committee to answer the allegations made. Before attending the meeting the member shall in writing, be made fully aware of the allegations made, and will be provided with as much information as the Secretary considers to enable the member to fully answer the allegations made. At the meeting, the member shall be given every opportunity to answer the allegations made and shall be made aware of possible and probable sanctions. The Secretary shall keep a full record of the meeting and prepare a report for the Committee. This will be presented to the Committee at the earliest possible opportunity.

1) Gross Misconduct:

- Any behaviour which is a serious threat to the health or safety of any other person.
- Bullying
- Theft
- Flagrant disregard for an instruction of the Coach or his/her assistant, such as to undermine the authority of the same.
- Serious breach of the Club Constitution/Codes.
- Serious breach of ASA rules and regulations.

Dealing with allegations of Gross Misconduct.

- 1.1 *An officer of the Club may, at his/her discretion, upon being advised of or witnessing an incident of what he/she consider Gross Misconduct within the meaning set out above immediately may :-
 - a) *Suspend a member from swim sessions*
 - b) *Ask a member to leave a swim session or gala as appropriate.**
- 1.2 *Where an Officer either in circumstances set out in 1.1 above or in any other circumstance becomes aware of an incident of Gross Misconduct on the part of any member, he shall as soon as practicable notify the Child Welfare Officer (in the case of a child), Head Coach or other Member of the Committee. He shall then prepare a written report of the incident in strictest confidence, to the Club Chairman or Secretary within 3 days of the event in question. The Club Chairman, Club Secretary and Child Welfare Officer (in the case of a child) shall meet to discuss the matter within a further 3 days. At this stage the allegation may either be dismissed and the member reinstated without any record in the Disciplinary Record or may decide to action the matter further. In the event of the latter the Club Chairman shall appoint one its members to investigate the matter as swiftly as possible and prepare a full report in writing to the Committee within 7 days. The offending member shall be kept advised by the Secretary of all action being taken.*
- 1.3 *The Secretary shall, within 5 days of receipt of the report, invite the member to attend a Disciplinary Hearing. The Committee shall meet within 7 days of the Disciplinary Hearing and receive the full report of the Secretary and shall by a majority vote decide the sanction to be imposed. Such sanction may include:
 - a) *The expulsion of the member.*
 - b) *The temporary suspension of the member.*
 - c) *The exclusion of swimming member from team selection.*
 - d) *Issuing of a written warning.*
 - e) *Any other formal reprimand of the member.*
 - f) *The reinstatement of the member.**
- 1.4 *In all cases a summary of the matter and the outcome shall be recorded in the club's Incident Book.*
- 1.5 *The member shall be notified of the decision in writing forthwith by the Secretary. The member shall further be advised of his right to appeal the decision within 7 days of such notification by writing to the secretary where upon the Secretary shall set up an Appeal Hearing.*
- 1.6 *If the member is dissatisfied following the Appeal Hearing the member shall be advised of his right to appeal to the ASA District Judicial Tribunal.*
- 1.7 *No decision to exclude a member shall be deemed passed unless supported by 75% of the Committee members attending the relevant Committee meeting,*

2) **Serious Misconduct:**

- Behaviour not included in the above which could put any other person at risk including the offender.
- Failure to obey an instruction of the Coach or his/her assistant.
- Any other act of dishonesty.
- Swearing at any Officer of the Club or at a younger person.
- Three or more incidents of misconduct.
- Poor Practice.
- Breach of the Club's Constitution/Codes.
- Breach of the ASA rules and regulations

Dealing with allegations of Serious Misconduct

- 2.1 *In the event that a member or officer becomes aware of an incident of Serious Misconduct the member or Officer shall as soon as possible and preferably in writing notify the Head Coach, Child Welfare Officer (in the case of a child) or other Committee Member giving as much information as possible. The Head Coach, Child Welfare Officer or Committee Member shall within 5 days, if he considers it appropriate, inform the Club Secretary to call the offending member to a Disciplinary Hearing as soon as possible. There shall be no immediate sanction until after the hearing has been held. Following the Disciplinary Hearing the Members may either dismiss the allegations in which case no record shall go into the Incident Book or they may report back to the Committee who shall in their discretion decide on the sanction to be imposed which may include:*
- a. Suspension for a period of time not exceeding one month.*
 - b. Suspension from the club team for a period not exceeding one month*
 - c. A formal reprimand.*
 - d. A written warning giving a clear opportunity for improvement.*
- 2.2 *When a sanction has been imposed a summary of the matter and the outcome shall be recorded in the club's Incident Book.*
- 2.3 *The member shall be notified of the decision in writing forthwith by the Secretary. The member shall further be advised of his right to appeal the decision within 7 days of such notification by writing to the secretary where upon the Secretary shall set up an Appeal Hearing.*
- 2.4 *If the member is dissatisfied following the Appeal Hearing the member shall be advised of his right to appeal to the ASA District Judicial Tribunal.*

3) **Misconduct:**

- Any other behaviour which in the opinion of the Committee is likely to cause offence to other persons or bring the Club or the sport into disrepute including but not limited to: swearing in the presence of others, spitting, running on poolside (except where other persons safety is at threat).
- Repeated misbehaviour.
- Continued lateness, without good reason.
- Continued disrupt
- Repeated minor infringements.

Dealing with allegations of Misconduct

- 3.1 *Any Member of the Committee or any Teacher, Assistant Coach or Poolside Assistant who has been given authority by the Head Coach may discipline any member, without consultation, who appears to be guilty of misconduct and may impose any of the following:*
- a) *Request that a swimmer leaves the swim session.*
 - b) *A verbal warning.*
 - c) *Reporting the matter to a parent where the swimmer is under the age of 18 years.*
 - d) *Issue a written warning which shall warn of the consequence of further such incidences*
- 3.2 *When a sanction has been imposed a summary of the matter and the outcome shall be recorded in the club's Incident Book*
- 3.3 *If these rules shall be invoked in the case of a swimmer under the age of 18 years then in each such case the matter shall be reported to and discussed with the child's parent at the earliest possible opportunity. in the event that the parent considers the matter has been handled inappropriately, the parent shall have the right to refer the matter to the Chairperson, Secretary or Child Welfare Officer who shall make the necessary arrangements for an Appeal Hearing.*

4). **Minor Infringements:**

- Disruption.
- Minor misdemeanours.
- Lateness, without good reason or prior consent.

Dealing with Minor Infringements

- 4.1 *Any Teacher, Assistant Coach or Poolside Assistant who has been given authority by the Head Coach may discipline, without consultation, any member who appears to be guilty of a minor infringement and may:*
- a) *Issue a verbal warning to a swimmer.*
 - b) *Demote a swimmer to a lower lane.*
 - c) *Request the swimmer to sit out for a time out.*
- 4.2 *In the case of a minor infringement by a non-swimming member, the verbal warning will be issued by the Club Chairperson. In both instances, the minor infringement and any consequent punishment will be recorded in the Incident Book.*

In the interpretation of these rules all Coaches/Teachers/Assistant Coaches/Poolside Assistants and Committee Members shall act impartially and having respect for the dignity and privacy of all individuals concerned. Further that the punishments are commensurate with the crime and applied consistently throughout the club. Any warning given shall stay on the record for a maximum of 12 months without further offence.