

## **Disciplinary Procedure**

If the behaviour of a swimmer, member of the coaching team, Management Group or a parent volunteer seriously contravenes the club's codes of conduct, the following action will be taken:

- The Head Coach, President or a deputising club official will aim to give the person concerned a formal verbal warning.
- If it is not possible to give a formal verbal warning (for any reason) or if it is felt necessary, in view of the conduct, a formal written warning will be issued.
- The formal written warning will set out the Club's concerns and specify what response the Club requires.
- Suspension may be considered while investigations are being carried out.
- A disciplinary meeting may be arranged if necessary. The outcome will be communicated in writing.
- If neither verbal nor written warnings adequately address the Club's concerns, the person may be excluded from the Club. The decision to exclude somebody from the Club will be communicated in writing.

Each stage of the disciplinary procedure will be taken by the Management Group and noted in its minutes so that an accurate record of events and decisions is maintained. If the disciplinary matter concerns a member of the Management Group, the person concerned will not be involved in the discussions.

The person 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. The Management Group will consider the appeal and a written response will be provided within 14 days of the appeal having been received. An appeal meeting will be considered.

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