



## **Disciplinary Policy**

Newtown Swimming Club recognises that it is its responsibility to foster and maintain a community and social spirit for the pleasant achievement of the sport of swimming. This includes spectating, helping, officiating, teaching, training, coaching, competitions, masters, water polo, synchro, and all other related aquatic activities.

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

### **Responsibility of Management**

Newtown Swimming Club structure and method of operation requires that all individuals are accountable to the Head Coach or whoever is standing in for him for the session. The Head Coach reports to the Management Committee.

### **Promoting good practice**

Newtown 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 Newtown Swimming Club
- Allowing all coaches/helpers/volunteers to make informed and confident responses to specific behavioural issues.

The Management 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 health and safety issue, child protection issue or injury;
2. If the complaint involves child protection issues to refer to the procedures set out in the Child Protection Policy (Y Plant);
3. To convene a disciplinary hearing as soon as is practicable, but not later than 21 days after a complaint is received;

4. To record ALL incidents and complaints;
5. To investigate ALL reported incidents and complaints;
6. To hear evidence either verbally or by written statement;
7. To notify all parties involved, in writing, not later than 7 days after the hearing, of the decision of the Management Committee.

The Management Committee shall not hear any charge against a member of the 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 the 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 and 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 Newtown Swimming Club and/or brings the sport of swimming into disrepute.

Any complaint shall be made, in writing, to the Welfare Officer 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 and safety issue, child protection issue or injury. The Welfare Officer 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 Newtown Swimming Club Management Committee is empowered to:

1. Issue Written Warnings
2. Suspend up to indefinitely
3. Expel

### **Right of Appeal**

Any member of the club found guilty of breaching the disciplinary policy shall have the right of appeal. Any such appeal against the decision of the Disciplinary Committee shall be made in writing to the Management Committee, within 21 days of receipt of the original decision. The Management Committee shall within 7 days of receiving such notice of appeal set up an "Appeals Committee" which shall consist of 7 voting members of the club, who shall be independent of the Management Committee and shall be chaired by a representative of the Area or Governing Body applicable to the club.

Pending the hearing from the "Appeals Committee" any sentence imposed by the Disciplinary Committee shall be suspended, except where child protection 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 Newtown Swimming Club, a full copy of the investigation, findings and conclusions will be lodged with Swim Wales.

### **Unacceptable Behaviour**

In the event of any incident involving “unacceptable” behaviour the report must outline the reasons why such action is 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
- Failure to comply with instructions / directions
- Failure to comply with the Club Constitution
- Failure to comply with the Club discipline code
- Failure to comply with Swim Wales discipline codes
- Failure to comply with official teaching/coaching codes of conduct
- All breaches of safety practices
- Bringing the Club into disrepute
- Bringing the sport of swimming into disrepute

### **Warning**

Failure to comply with all safety requirements and /or unacceptable behaviour could mean expulsion from the 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.