



## **ETWALL EAGLES SWIMMING CLUB**

ESTABLISHED 1980 - AFFILIATED TO THE A.S.A. EAST MIDLANDS REGION and DERBYSHIRE A.S.A

### **BEHAVIOUR & DISCIPLINARY POLICY**

#### **Disciplinary Procedure**

##### **Swimmers:**

1. If a swimmer behaves in a manner considered to be in breach of the Club's Code of Conduct for Swimmers, the swimmer will be spoken to by the Head Coach, explaining that they are being given a verbal warning (yellow card). The Committee will be notified and within one week of the behaviour, the Committee will issue a verbal warning (yellow card), in writing via email, to the swimmer and their parent/guardian (if the swimmer is aged under 18) explaining the incident(s) and the date on which it occurred. A verbal warning (yellow card) will remain active for one month following the date of issue.
2. If, in the month following the verbal warning (yellow card), there is a further breach of the Code of Conduct, or if the initial behaviour is serious enough, a formal written warning (red card) will be issued, via email, to the swimmer and their parent/guardian (if the swimmer is under 18). The swimmer will be excluded from all Etwall Eagles training sessions for one month from the date of issue. Fees will continue to be paid.
3. Following a written warning (red card), a member of the Committee will arrange to meet with the swimmer and their parent/guardian to discuss the behaviour and to agree a Behaviour Contract with the swimmer (and their parent/guardian if swimmer is under 18 years) for their return to training. A description of the incident will be held on file.
4. A written warning (red card) will remain active for three months following the date of return to training. If, during this time there is a further breach of the Code of Conduct, the swimmer will be asked to leave the Club permanently.
5. If there is no further occurrence then the written warning (red card) will cease to be active after a period of three months from the date of their return to training.
6. Any swimmer who accumulates two red card incidents in a rolling 12 month period may be excluded permanently from Etwall Eagles, at the discretion of the Committee.
7. If an act of gross misconduct occurs, then the swimmer can be told to leave Etwall Eagles immediately. This type of behaviour will be discussed and agreed by the Committee. Examples will include sexual misconduct, physical abuse and violent behaviour.

##### **Supporting Members, Parent/Guardian or Associate:**

1. If a supporting member, parent/guardian or associate behaves in a manner considered to be unacceptable by any member of the Committee this must be reported fully at the next committee meeting. The committee will:
  - a) Write to the supporting member, parent/guardian or associate explaining the incident(s).
  - b) A member of the Committee will meet with the supporting member, parent/guardian or associate to discuss the incident(s) if considered necessary.



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- c) A description of the incident will be held on file.
- d) If there is a further reoccurrence then on the second occurrence the supporting member, parent/guardian or associate, along with other family members - including the swimmer - will be told to leave Etwall Eagles.
- e) If an act of gross misconduct occurs the supporting member, parent/guardian or associate can be told to leave Etwall Eagles immediately. This type of behaviour will be discussed and agreed by the Committee. Examples will include sexual misconduct, physical abuse and violent behaviour. The police will be informed where necessary.

### Grievance Procedure

1. Anyone with a grievance should write in the first instance to the Secretary of Etwall Eagles: [clubsecretary@etwalleagles.co.uk](mailto:clubsecretary@etwalleagles.co.uk)
2. Etwall Eagles will offer the appealant feedback either verbally or in writing within two weeks of notification of a grievance/an appeal.
3. The appealant, if they wish, can further pursue their claim in writing within two weeks to the Chair of Etwall Eagles [chairman@etwalleagles.co.uk](mailto:chairman@etwalleagles.co.uk)
4. The Chair will elect an investigating officer who will investigate the claim and form a decision. This will be communicated in writing to the appealant within a further eight weeks.

### Complaints Procedure

1. Within three days of receipt of a complaint a holding letter/email will be sent to the complainant. This will explain the procedures.
2. The committee or a sub committee will investigate a complaint fully within two weeks of receipt of a complaint. If this timescale is unrealistic this will be communicated to the complainant with a realistic time frame.
3. If the complaint is about a Committee Member or a relative of a Committee Member then they will not be included within the investigation to ensure impartiality.
4. Findings will be reported to the Chair; the Chair will, along with a minimum of two other Committee Members, assess the facts and make a decision.
5. The decision will be communicated to the complainant.

**Last Updated: 03/16**