PENZANCE SWIMMING ASSOCIATION

VOLUNTEERS DISCIPLINARY PROCEDURES

Objective

Penzance Swimming Association is committed to enforcing the Code of Conduct relating to its members. If a breach is considered to have been made by a member, then this document is designed to guide the committee and inform parents/carers of the discipline process. The primary objective is to encourage members to comply with the Code of Conduct and fulfil their obligations as set out in the club's policies.

General Problems

Penzance Swimming Association seeks to create the right environment to ensure every child is able to maximise his/her potential as a swimmer. Parents and guardians of all swimmers have an important part to play by encouraging their child by supporting and respecting the role of the coach to develop and deliver the training regime. Volunteers must respect and support the Management Team whose role it is to run the day to day business of the Club. Volunteers have a responsibility to use procedures set down by the club to raise matters in a respectful way whether matters are related to child welfare or any administrative issues. Membership may be suspended where there are outstanding issues with volunteers conduct until either a meeting clearing the matter has been held or an investigation etc has been positively concluded.

Four Stages of Disciplinary Action

Stage 1 - Normal Coaching or Administrator Intervention/Interaction:

It is anticipated that most issues can be appropriately, effectively and quickly dealt with through normal and informal intervention, interaction and discussion by the Coaches, Club secretary /Welfare Officer with those parties responsible. The Coaches or Club Secretary/ Welfare Officer may use their discretion and judgement to initiate and repeat Stage 1 on any number of occasions prior to moving to Stage 2, which should always be the next step once it is clear that normal interventions or interactions are not resolving the matter.

Stage 2 - Verbal Warning:

Where a breach of the Volunteer Code of Conduct is persistent and is not resolved at Stage 1 then the Club Secretary / Welfare Officer may issue a verbal warning, a note of which will be entered into the persons club membership file, copied to them in writing and may be referred to should there be any further incidents arising. To help resolve their problems a Behaviour Contract may be issued

Stage 3 - Written Warning

In the case of more serious incidents, or if a further offence occurs (whether of a similar or different nature) a written warning will be issued by the Club Secretary / Welfare officer. This will give reasons for the warning, the improvement required and the date when the warning expires - it will warn that action under Stage 4 of the disciplinary procedure will be considered if there is no satisfactory improvement or further acts of misconduct occur and will advise of rights of appeal. Similar to Stage 2 a note will be entered into the clubs membership file, copied to them in writing and may be referred to should there be any further incidents arising.

Stage 4 - Suspension or Termination of Membership:

If conduct is still unsatisfactory and the member still fails to reach the prescribed standards despite receiving a written warning, or if the member has committed an act of gross misconduct, their membership to Penzance Swimming Association may continue to be suspended and/or terminated. Suspension or termination of membership may result from a serious breach of any of the Club codes or policies or those of Swim England.

Before termination of membership is made, a full investigation will be carried out.

Any appeal against termination of membership must be submitted to the Club Secretary within 14 days by formal letter. Upon receiving an appeal the committee will organise an independent assessment of the case and report within 28 days unless there is good reason to extend the time frame.

If the concern and disciplinary action is related to one of the above title holders then the committee and or Chairperson can assume the relevant authorisation to undertake the investigation and appropriate action.

Misconduct:

The following are examples of but not limited to behaviours which are considered to be acts of misconduct. In serious cases they may be deemed to be acts of gross misconduct and may lead to instant suspension or termination.

- Bully Swimmers and other Club members physically, orally or in written communication, either directly or indirectly.
- Inappropriate image capturing on any devices
- Undermining coaching and teaching staff either orally or in written communication either directly or indirectly.
- Acting in conflict with Penzance Swimming Association Code of Conducts, Wavepower or any other policy documents.
- Physical, oral abuse or refusal to obey legitimate instructions
- Gross breach of safety requirements likely to endanger other people or you or to cause damage to Club/hired property
- Divulgence of personal or confidential information obtained through the role.
- Unrestrained consumption of alcohol while attending any event associated with Penzance Swimming Association
- Being under the influence of nonprescribed drugs or possession of illegal substances while attending any training or event associated with Penzance Swimming Association
- Theft, fraud, or other criminal acts
- Fighting and/or assaulting another person

Causing deliberate damage to Club/hired property

- Gross negligence which causes unacceptable loss, damage or injury
- Sexual or racial harassment or discrimination of any kind.
- Harassment or discrimination on the grounds of sexual orientation or religion or religious belief
- Showing a lack of respect towards coaches, officials, swimmers, Club administrators or any other members of Penzance Swimming Association.

General Principles

Penzance Swimming Association disciplinary procedures are based on the following principles:

- The disciplinary rules and procedures are designed to be non-discriminatory and are to be applied irrespective of sex, racial group, sexual orientation, disability, religion, age, or any other bias.
- All matters will be dealt with in accordance with Club Policies.
- It is expected that most matters will be dealt with on poolside or at the point of incidence informally at the time of the event.
- Any behaviour that is considered to be unacceptable by coaching staff or team managers may lead to a 'behaviour contract' being issued.
- All matters relating to disciplinary action will be handled as speedily as possible.
- A person wishing to make a complaint about inappropriate conduct should normally do so within 30 days of the incident.
- Persistent or serious breaches of conduct will be reported to the Administrator - in writing.
- No member will be dismissed or suspended from the Club for a first breach of conduct except in the case of serious or gross misconduct.
- Misuse of image capturing devices (including where images are taken and are not welcomed by the member concerned), social media & gaming platforms against members (this list is not exhaustive).
- Club members will have a right of appeal against any formal disciplinary decision.