PENZANCE SWIMMING ASSOCIATION

SWIMMERS' DISCIPLINARY PROCEDURES

Objective

Penzance Swimming Association (PZSA) is committed to enforcing the relevant Club Codes 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/guardians 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.

Four Stages of Disciplinary Action

Stage 1 - Normal Coaching or Administrator Intervention/Interaction:

It is anticipated that most coaching, training and behavioural issues can be appropriately, effectively and quickly dealt with through normal and informal intervention, interaction and discussion by the Coach with those parties responsible. This will always be the first action taken by the Coach and whilst it does not require observation or verification by any other persons, the respective Coach may inform or consult with the parents / guardians / Welfare Officer/Club Secretary and Head Coach if considered appropriate for the situation or behaviour that has taken place. The Coaches have the authority to exclude a swimmer from the session where the incident takes place, and to invite the swimmer to a 'Performance Review' meeting with the Head Coach and the parents / guardians should they deem it necessary. Coaches 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 coaching interventions or interactions are not resolving the matter.

Stage 2 - Verbal Warning:

Where a swimmer's breach of the Code of Conduct is persistent and is not resolved at Stage 1 then the Coach will report the matter to the Welfare Officer/Club Secretary / Head Coach. Upon investigation the Welfare Officer/Club Secretary may take such action as is necessary. They may call a meeting with the swimmer, parents / guardians, and coaches and may issue a verbal warning, a note of which will be entered into the swimmer's club membership file, copied to them in writing and may be referred to should there be any further incidents. To help the swimmer resolve their problems a Swimmer 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 to the swimmer and parents / guardians by the Welfare Officer / Club Secretary as appropriate. This will give reasons for the warning, the improvement required and the date when the warning

expires - it will warn that action under Stage 3 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 3 a note will be entered into the swimmer's club membership file, copied to them in writing and may be referred to should there be any further incidents. Again , to help the swimmer resolve their problems a Swimmer Behaviour Contract may be issued

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, suspension and/or termination of a swimmer's membership by PZSA may occur. Suspension or termination of membership may also result from a serious breach of any of PZSA codes of conduct / policies and those of Swim England. The Coach has full authority over the training squads and if Stage 4 has been reached, access may be withdrawn to any or all squad training sessions for the swimmer concerned.

Before termination of a swimmer's 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.

Misconduct:

The following are examples of 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 of membership.

- Bullying Club Members physically, orally, in written communication, social media or gaming platforms,
- Either directly or indirectly.
- Inappropriate image capturing.
- Undermining coaching and teaching staff either orally or in written communication either directly or indirectly.
- Acting in conflict with the clubs Code of Conducts or any other policy documents.
- Physical or Oral Abuse or refusal to obey legitimate instructions.
- Gross breach of safety requirements likely to endanger other people or yourself or to cause damage to Club/hired property.
- Smoking or vaping.
- Being under the influence of alcohol or drugs or possession of illegal drugs.
- Theft, fraud, or other criminal acts.
- Physical assault.
- 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, team mates or any other members of Penzance Swimming Association.

General Principles:

Penzance Swimming Club 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 the Club Constitution and Swim England standards.
- 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 at the time or speak to the welfare officer at the earliest opportunity.
- Persistent or serious breaches of conduct will be reported to the Welfare Officer / Club Secretary - preferably 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.
- Club Members will have the right of appeal against any formal disciplinary action