



Disciplinary Policy

Hertford Swimming Club has a Code of Conduct for swimmers and parents. Members are informed about this Code and the Club Rules upon joining and that these are available on the Club website to view or download. Swimmers, & parent/guardians of under 18's, acknowledge their acceptance of the Code & Club Rules when they join by returning their completed squad acceptance forms. The Code of Conduct outlines the standard of behaviour expected from swimmers on and off poolside at training and in events, and also the role of parents/guardians in supporting the Club and the swimmers in adhering to these standards.

A swimmer's failure to comply with the Club's Code of Conduct is detrimental to training and competition, can spoil the enjoyment of other swimmers, volunteers and club members, and can adversely affect the club's reputation with venues.

The Disciplinary Policy outlined below, describes the initial steps a teacher or coach will take if swimmers' behaviour breaches the Code of Conduct. It then details sanctions that will be applied for misbehaviour involving severe or repeated breaches of the Code.

Discipline during Training Sessions:

During training sessions the Lane Coach/Teacher is responsible for the effective training of swimmers in their lane(s). This includes ensuring the swimmers' behaviour towards their coach and fellow swimmers is appropriate & respectful, and that good lane discipline is maintained at all times. The squad coach has the right to discipline any swimmer whose behaviour breaches the Club's Code of Conduct.

Swimmer behaviour which breaches this Code includes:

- showing disrespect to the coach, the club, other swimmers or staff at the venue
- causing disruption to other swimmer's training
- endangering themselves or others
- damaging the venue

Levels of sanction:

The teacher/coach is responsible for deciding whether or not a swimmer's behaviour is acceptable and for judging how serious the misbehaviour is. If the teacher/coach considers a swimmer's behaviour is unacceptable then the following sanctions are available to them:

- a) Give initial verbal reprimand ensuring swimmer knows the reason for it and asking for misbehaviour not to be repeated.
- b) For repetition of 'minor' misbehaviour coach may issue a second verbal reprimand & ask for an apology. This will be noted on the register and reported to the head coach.
- c) If there is further repetition of minor misbehaviour or for more serious misbehaviour the coach will ask the swimmer to leave the pool, get changed and sit out the rest of the session in a safe area specified by the coach, until collected by parent/guardian at end of session.
- d) For very serious misbehaviour the coach will ask the swimmer to leave the pool immediately, get changed and have parent/carer come to collect the child before the end of the session if possible.

For 'c', 'd' or three instances of 'b' in a one month rolling period a formal warning will also be issued.

This involves the following steps

2017-09-09 v 1.1



Disciplinary Policy

- Lane coach will inform the swimmer that a 'formal warning' is to be issued.
- Lane coach will inform committee executive & head coach about the misbehaviour.
- The committee executive will write to or email the parent informing them of the circumstances & warning them that, if their child's poor behaviour continues, further action may be taken.
- Confirmation will be required from the parent that the swimmer understands and is committed to training.

With the informed support of the swimmer's parent/guardian in most cases an amicable resolution should be found at this stage or earlier. However, if problems continue then:

- The Committee may insist that the swimmer's parent is present at future training sessions until the swimmer's behaviour is deemed acceptable.
- Where the above sanctions are ineffective, the Committee may, at its discretion, suspend a swimmer from training with the club for a period of time of at least 1 week.
- *Where behaviour is persistently or grossly unacceptable and an amicable solution has not been reached the committee reserves the right to expel a swimmer from the club.

Please note

1. Where a swimmer is suspended or expelled under the terms of this Disciplinary Policy, no fees will be refunded.
2. Where a group of swimmers is unequivocally identified as misbehaving then the group as a whole will be treated as for an individual.
3. *A member who feels they have been expelled unjustly has the right to appeal the decision before an independent panel of 3 Club or ASA members. The decision of such an appeal panel is final. (see footnote)

Discipline at Galas and Open Meets:

The Team Manager or nominated lead poolside marshall for that event has responsibility for the swimmers' behaviour and is supported by the other adults supervising the swimmers on poolside.

Levels of sanction for misbehaviour at events. The TM will:

- **ensure swimmer is aware of the issue and ask for misbehaviour not to be repeated**
- **ask swimmer to sit away from other club members for a short period (5-10 mins) and apologise before returning.**

For club galas the swimmer:

- may not be allowed to swim in one or more of their remaining races
- may be asked to leave the pool, get changed and wait out the rest of the gala or be returned to the care of their parent carer*

At Open Meets

- the club may remove its support from the swimmer who will only be allowed to continue at the discretion of meet organiser.

Discipline at other times:

- At times other than formal training and event swimming (including whilst changing or waiting at a venue) the parent/carer of the swimmer is responsible for their behaviour. Poor behaviour at these times should be referred initially to the parent and should if deemed significant be reported to a member of the Hertford Swimming Club committee.

Footnote

As a club affiliated to the ASA we are governed by the ASA rules and regulations.



Disciplinary Policy

Therefore this Disciplinary Policy is intended to complement & be in line with the relevant ASA regulations-namely the 'ASA Regulations for the Operation of the Judicial System' relating to internal disputes.

ASA Regulation 281 deals with Club rights and responsibilities-Club discipline and internal disputes. It applies when a dispute cannot be resolved fairly & amicably between the parties concerned, and the disputed misbehaviour or breach of Club Codes or Rules by a Club member does not involve an allegation of breach of ASA Law. Regulation 281 allows the club to apply sanctions up to and including suspension or expulsion of a Club member.

Regulations 150 to 155 cover the procedural issues for internal club disputes not resolvable amicably. These include arrangements for mediation and, if this is unsuccessful, the organisation of an independent 3-person panel to determine the dispute. Regulation 155 describes the considerations to be made where children (under 18's) are involved.

Disputes involving an allegation of breach of ASA law, including failure by a Club to comply with regulations 150-155, shall be treated as a 'Complaint' and Regulation 102 applies.

Hertford SC will follow these ASA regulations where any internal club dispute cannot be resolved fairly and amicably between the parties concerned, by implementation of the Club Disciplinary Policy outlined above.

The details of the ASA Judicial System can be found in the current ASA handbook which can be downloaded from the library area of the ASA website: <http://www.swimming.org/library>