**Sudbury Storms Disciplinary Procedures**

*Updated June 2019, Review date May 2020*

**Premise**

This document outline the disciplinary procedures for any breach of Club rules, Codes of Conduct and Health & Safety rules

**Purpose**

There may be occasions when the Swimming Club has to deal with a breach of rules in an appropriate manner (It must be noted that the Club only has the power to legislate for a breach of its own rules and can only suspend a swimmer from its own club activities as the Club does not have the power to handle a dispute relating to a member of another Club, or deal with an offence against Swim England law)

**Procedures**

**Stage 1: Minor breaches of code of conduct**

The Coaching Team will deal with any minor breaches of the swimmers code of conduct in conjunction with the parents of the swimmer (if appropriate). This would involve informal discussion and explanation of the expectations made in the code of conduct. Appropriate sanctions, such as removal from the remainder of the training sessions, may be put in place.

**Stage 2: Continuous minor breaches of code of conducts**

The Head coach/Team Manager will become involved in any continuous minor breaches of the code of conduct and include appropriate sanctions. These will be reported to the parents of the swimmer (where applicable).

If there is a serious breach of the code of conduct or club rules then the Chairman and Club committee will be notified of the instance and the Stage 3 will be put into action. This includes any breaches of the safe guarding procedures of the Club

**Stage 3: Serious breaches of Code of conduct/ Rules of the Swimming Club**

* On receipt of the dispute a member of the Committee (not involved in the incident) will collate all of the information relating to the dispute, including interviews and statements. If any of the information given, leads to a concern about the safeguarding of individuals, a welfare officer of the club will become involved in all aspects of the proceedings. **All efforts will be made to resolve the dispute by informal discussion**
* If informal discussion is not possible then a **panel** will be convened to address the dispute. This panel will consist of the following:
	+ 3 persons, one to act as Chairman. A secretary will also be present.
	+ The panel will only consist of people not involved in the dispute and the club may want to ask people outside of the club to sit on the panel
* The Chairman of the panel will notify both parties of the date, time and place of the hearing and the names of the panel members
* Both parties will be given copies of all of the papers and every effort will be made to hold the hearing within 14 days of the receipt of the dispute
* If either party is under 18 years of old they will be advised of their right to be accompanied by a parent (or other person with parental responsibility for them) or coach to help them present their case
* Both parties will be allowed to bring witnesses

**Procedure for hearing**

* The Complainant will present evidence first and the accused will have a right to reply
* Witnesses will also follow in the same order, complainant first and then defendant.
* Witnesses will wait outside the hearing room until they are called. After they are questioned they will wait in the hearing room, taking no further part in the proceedings
* The Chairman or secretary will make notes of the hearing (copies will be kept for records and shared with the Club Chairman if not present at the hearing).
* A verbal decision will be notified to all parties as soon as possible and written confirmation will reach all parties within 5 days of the hearing, without delay.

**Additional information**

* The powers of the Club regarding serious discipline action that they can apply must not exceed those is Swim England Laws. They can result in following measures
	+ Written or verbal reprimand
	+ Full suspension from Club activities (period decided by the panel)
	+ Expulsion from the Club
* The club may have to report any outcomes to Swim England
* If either party of the dispute is dissatisfied with the outcome they are still entitled to make a Complaint to the Judicial Administrator at Swim England Head Office, Loughborough