



Disciplinary Procedures and Processes



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Context

Hackney Aquatics Club aims to be your swim club for life: inclusive, encouraging and enjoyable competitive swimming club. We are committed to delivering a high-quality aquatics programme for the local community and are firmly committed to swimmers being able to enjoy their sport, feel safe and comfortable, be able to train, perform and participate whilst still having fun and making friends. To achieve this we will strive towards a positive environment, strong role models and examples of best practice alongside other measures to maintain a supportive culture. If required, we will enforce all relevant Codes of Conduct and policies relating to our members.

This document sets out the procedures and processes that the club will follow if a breach is considered to have occurred. The purpose of this document is to encourage all members to comply with our Codes of Conduct and meet club policies. It is intended to be used by the committee, staff as well as swimmers or their families to ensure transparency in our approach.

Ultimately our Codes of Conduct and policies help ensure the welfare of our members and so this document also helps us follow best practices and align with WavePower, Swim England's Safeguarding Policy (<https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>) and Swim England/ASA laws.

Any questions about our approach can be directed to Welfare@HackneyAquaticsClub.org or Chair@HackneyAquaticsClub.org

Any concerns can always be raised, in confidence, with our Welfare team via Welfare@HackneyAquaticsClub.org

Objectives and core Principles

Objectives:

- Ensure a safe and positive environment for all members (swimmers, coaches, volunteers).
- Address behavioural issues fairly and consistently.
- Encourage positive behaviour and adherence to code of conduct and policies.

Core Principles:

Fairness: All parties involved will be treated fairly with the opportunity to present their case. 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.

Presumption of Innocence: A person is considered innocent until proven guilty.

Persistent or serious breaches or considered breaches of conduct will be reported to the Club Chair and Welfare Officers – preferably in writing.

Confidentiality: Maintain confidentiality throughout the process except where required by law.

Communication: Clear communication should occur throughout the process, informing all parties of their rights and responsibilities.

Proportionality: Discipline should be proportionate to the severity of the offence. 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. 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. Gross misconduct may lead to immediate expulsion as per section 6.1 of our constitution.

Timely: 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.

Written: Persistent or serious breaches of conduct will be reported to the Club Chair and Welfare Officers – preferably in writing. The Club will maintain records of incidents, warnings, and outcomes at each stage.

Transparency: All matters will be dealt with in accordance with this policy, the Club Constitution and in line with Swim England's guidelines and best practice.

The Process

Stage 1: Informal Intervention (Most Issues)

- Coaches address minor behavioral issues (disruption, forgetting equipment) through verbal reminders or timeouts during training.
- Informal discussions with swimmers and/or parents/carers may occur.

Stage 2: Verbal Warning

- Persistent or more serious offences trigger a formal verbal warning from the coach, documented and communicated to the swimmer and parent/guardian.
- The warning outlines the expected behaviour and potential consequences of further breaches.

Stage 3: Written Warning

- Repeated offences or more serious breaches result in a written warning issued by the Club Committee/sub-committee/committee representative or coaches.
- The warning details the offence, expected behavior, and potential consequences (eg. suspension, competition restriction, termination of membership).

Stage 4: Disciplinary Meeting

- Serious offences or continued breaches necessitate a formal meeting with the Club Committee/sub-committee/committee representative, swimmer, and parent/carers.
- The Club Committee/sub-committee/committee representative reviews the case, hears from all parties, and determines appropriate disciplinary action.
- Potential outcomes include suspension, competition restriction, or termination of membership.

Stage 5: Appeals Process

- The swimmer or parent/carer may request a meeting with the Club Committee to talk about the decision who will do its best to facilitate this. It could take place over zoom at a mutually convenient time (recognising that the Club Committees are volunteers).