

Further action required

# **Westhill District Amateur Swimming Club**

## **CODE OF DISCIPLINE**

The Code of Discipline aims to ensure that all members of Westhill District Amateur Swimming Club (WDASC) are treated in a fair and equitable manner. The Code refers to minor and serious disciplinary offences. The Coach in charge of a squad may deal with minor disciplinary offences. These will include a disregard for safety, lateness, horseplay, cheekiness and minor breaches of the Swimmers' Code of Conduct. More serious disciplinary offences must be referred to the Disciplinary Sub-Committee, defined below. Serious offences will include swimmers smoking, being under the influence of alcohol or drugs, any serious abuse by swimmers/members, both verbal and/or physical, of any individuals whilst representing or participating in the activities of the Club and any serious breaches of the Code of Conduct. The foregoing examples are only intended to be indicative of the types of disciplinary offence, and is not exhaustive.

1. The Coach in charge of a squad will have the authority to require a swimmer to leave any session where he/she believes an alleged breach of discipline has occurred.

**The committee may wish to consider inserting the right of appeal against decisions. How records of such exclusions will be kept and whether any further action is required if the frequency of such exclusions becomes unacceptable for any swimmer.**

2. Where an alleged breach of discipline is more serious the Coach in charge of a squad will have the authority to require a swimmer/member to leave any session and suspend them until the allegation can be considered by the Disciplinary Sub-Committee. In this circumstances the Coach will be required to report their action, immediately, to the disciplinary sub-committee via the Secretary to the WDASC. This intimation must be confirmed in writing to the Secretary within 2 days stating clearly the details of the alleged breach of discipline and the names of all parties involved and those of any witnesses.
3. The Disciplinary Sub-Committee will normally comprise of the President, Chief Coach and the Secretary to WDASC. In the event that any of the foregoing are unavailable or are directly involved in the alleged incident either as a parent/guardian/coach or witness then the remaining members of the full Committee will nominate a substitute(s).
4. Following notification of an alleged breach of discipline the Sub-Committee should investigate the allegations and where appropriate the swimmer's parents/guardians may be invited to submit their comments in writing. On the basis of any written reports and any subsequent investigation the Sub-Committee will decide what action, if any, is required.

5. Where the alleged breach of discipline is of a serious nature the Sub-Committee will convene a meeting at which time the Coach or other parties making the allegation(s) will present their report and answer the committee's questions. At the same meeting the member and where appropriate their parents/guardians will be given an opportunity to respond to the allegations. The Sub-Committee will consider the evidence presented and endeavour to reach a decision. Where they reach a decision, it should normally be communicated, to the member or the member's parents/guardians, in writing, within 2 weeks. This letter will detail the appeals procedure. Appeals must be lodged in writing with the Secretary to WDASC within 1 week of notification of the Sub-Committee's decision. The Secretary will arrange for the Full Committee to consider the appeal as soon as possible after receipt.
6. The Sub-Committee will endeavour to reach agreement on any alleged breach of discipline. However in the event of any failure to agree, the Sub-Committee shall refer the matter to the full Committee where the majority view will prevail. In referring the matter to the full Committee the Sub-Committee members must provide full information relating to the allegations, the investigation that has been carried out and details of the Sub-Committees deliberations that led to the failure to agree.
7. The Sub-Committee will have the power to suspend any swimmer found guilty of a breach of discipline for a maximum period of three weeks. This suspension may include Meets for which the swimmer has already been entered. In this event the swimmer will be withdrawn and will be liable to pay any withdrawal fees.
8. Where the Sub-Committee find any swimmer guilty of a serious breach of discipline they can recommend to the full Committee that the swimmer should be suspended for the remainder of the term or banned from membership of the Club. Where a swimmer is banned from the club they will forfeit any fees already paid and they will not be eligible to rejoin at any future date.
9. The swimmer or their parents have the right of appeal to the full Committee against any decision of the Sub-Committee.
10. Where the full Committee takes disciplinary action the right of appeal will be to the District Association. Details of the appeals procedure will be supplied with the letter suspending or banning the swimmer. **This needs to be specified in the Code.**
11. The full Committee shall have the authority to amend this Code within the framework of the Constitution and Laws of the Scottish Amateur Swimming Association at any time, provided that all members of the Committee have been invited to attend a meeting to discuss the changes and the meeting is quorate. They will also have the authority to deal with any other disciplinary matters not already provided for above.