

Inverness Amateur Swimming Club

Club Disciplinary Procedure

Introduction

The Inverness Amateur Swimming Club (IASC) Code of Discipline provides guidelines for disciplining members of the club who contravene the Code of Conduct.

This policy is set out to guide the Management Committee and inform all members of the club and their parents/carers of the discipline process.

The primary objective is to encourage members to comply with the code of conduct.

General principles

IASC 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
- 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 within 30 days of the incident
- IASC members will have a right of appeal against any formal disciplinary decision.
- No member will be dismissed or suspended from the club for a first breach of conduct except in the case of gross misconduct.
- 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 instructors will lead to implementation of the following discipline stages.

Stage 1 - Verbal Warning

Where a member's conduct does not meet acceptable standards or he/she commits a minor offence or incident, the Lead Coach, at his/her discretion, will issue a verbal warning and notify the Head Coach., other coaches and the swimmer's parents. A written record will be kept detailing:

1. The reason for the warning, the improvement required and the date when the warning expires;
2. That such action is taken under the first stage of the Disciplinary Procedure;
3. That action under Stage 2 of the Disciplinary Procedure will be considered if there is no satisfactory improvement before the expiration of the verbal warning period or if further acts of misconduct occur;
4. Upon the expiry of the verbal warning, the member and parent/guardian will be informed in writing of the expiration of the verbal warning and that no further action will be taken. His/her rights of appeal as laid out by SASA in the Current SASA Laws will be applicable at all times.

Stage 2 - 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 Member and parent/guardian by the Head Coach or the Chair of the Club. 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 his/her rights of appeal as in section 4) above.

Stage 3 - Suspension 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, a two week suspension of a swimmer's membership by Inverness Amateur Swimming Club may occur.

Stage-4 Termination of Membership

If conduct is still unsatisfactory and the Member still fails to reach the prescribed standards despite receiving a written warning and suspension or if the Member has committed an act of gross misconduct, termination of a swimmer's membership by Inverness Amateur swimming Club may occur. Only the Management Committee of the Club can make a decision to terminate a swimmer's membership. Termination of Membership may also result in the following circumstances:

1. After a serious breach of any SASA or IASC codes or policies;
2. Failing to meet the criteria for remaining in the squad;

Before termination of a swimmer's membership is made by IASC for any of the above reasons, a full investigation and exit interview will be carried out. Self-termination of membership (resignation) can be requested at any time by formal letter to the Membership Secretary. All subscription and fees due must be paid when the membership is terminated. Any appeal against termination of membership must be submitted to the Management Committee within 14 days by formal letter.