



DISCIPLINARY PROCEDURES

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

This policy is set out to guide the Club Management Group and to inform all members of the club and their parents/carers of the disciplinary procedures.

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, gender reassignment, disability, pregnancy or maternity, religion or belief, age, race or marriage and civil partnerships. In line with the Equality Act 2010, people with protected characteristics are protected from discrimination.
- All matters will be dealt with in accordance with the Club Constitution.
- All matters relating to disciplinary action will be handled as timeously 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 which is considered to be unacceptable by coaching staff, volunteers, club members or supporting parents/carers will lead to implementation of the following discipline stages.

Each stage of the disciplinary procedure will be taken by the Club Management Group and noted in it's minutes, so that an accurate record of events and decisions is maintained.

In the event that the disciplinary matter directly relates to a member of the Club Management Group, the Club President will respectfully request that the said

member is excluded from open discussions about the case until such time as an outcome has been formalised.

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 of the session, at his/her discretion, will issue a verbal warning and notify the Head Coach, other coaches and the swimmer's parent/carer(s). 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 Stage 1 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 their parent/carer will be informed in writing that the matter has been dealt with and that no further action will be taken.

Stage 2 – formal written warning

In the case of more serious incidents, or if a further offence occurs (whether of a similar or different nature) a formal written warning will be issued to the member and their parent/carer by the Head Coach or the Club President.

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 if further acts of misconduct occur and will advise of his/her rights of appeal – see appeals section.

Stage 3 - Suspension of Membership

If conduct is still unsatisfactory and the member still fails to reach the necessary 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 necessary 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 Club Management Group can make a decision to terminate a swimmer's membership. Termination of Membership may also occur 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 i.e. attendance and commitment.

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.

Appeals

The person against whom the disciplinary action has been taken will have a right of appeal. The appeal must be made in writing and arrive with the Club Secretary within 14 days of the member having received either a written warning or correspondence communicating a decision of exclusion.

The Club Management Group will consider the appeal and will, at its discretion, agree to a formal disciplinary hearing. A written response will be provided within 14 days of the appeal having been received.

Should the appeal be rejected, the matter will be considered closed and there will be no further right to appeal.

Related documents

- IASC Constitution
- IASC Codes of conduct
- IASC Club Child Protection policy statement

Contact Details

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Policy updated by: Mrs Catriona Macleod and Sally Martin
Role: Child Protection Officer and Chairperson, IASC
Date: March 2018
Review in: March 2020

Inverness Amateur Swimming Club (IASC) is committed to meet the statutory requirements of Data Protection law including the requirements of the General Data Protection Regulations (GDPR) implemented 25 May 2018. As part of the joining the club, IASC collects and processes your personal data to manage the swimming relationship. IASC is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please ensure you have read and understood the IASC Privacy Notice available here:<http://invernessswimmingclub.co.uk/about-us>.