



## Coaching Staff Disciplinary and Grievance Procedures

### Procedure

1. All team staff have a responsibility to act in accordance with Swim England Code of Conduct and within the terms of reference of the applicable job description.
2. If it is brought to the attention of the Head Coach or Trustees that there has been a breach of the Code of Conduct or Job Description the following disciplinary procedure will apply.
  - a) The Head Coach and/or Trustees (should the allegation be in relation to the Head Coach the decision making should fall entirely to the Trustees) will be advised of the alleged offence in writing and will make a collective decision concerning the seriousness of the offence.
  - b) If it is felt that the offence was not of a serious nature, the Head Coach or Chairperson will contact the member of staff concerned and advise him of the decision of the Trustees. However, the incident must be recorded as a file note.
  - c) The member of staff concerned must be shown a copy of the file note made and must be advised that further incidents of the same nature will be dealt with as a serious breach of discipline.
  - d) If the Trustees or Head Coach feels that the incident was of a more serious nature, the Chairperson will advise the member of Team staff of the alleged offence in writing and will arrange for a formal interview to take place.
  - e) Both the Head Coach /Chairperson and the member of team staff will be entitled to have a witness present at the interview. However, the witnesses may not take part in any discussion but may record the interview in writing.
  - f) At the conclusion of the interview, the Head Coach/Chairperson will issue a verbal warning to the member of team staff, if considered appropriate. If the Head Coach /Chairperson does not feel that a warning is justified, he must record his decision in writing and circulate it to the Trustees.
  - g) Verbal warnings will be recorded in writing. A copy will be given to the member of team staff concerned. Verbal warnings will remain in force for twenty four months.





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- h) If, within a twenty four month period, further reports of misconduct are received a further interview will take place and if appropriate a written warning will be issued.
3. If it is considered that gross misconduct may have taken place the incident will be reported to Swim England and following an interview with the member of team staff concerned immediate dismissal from team duties may be implemented.

Examples of gross misconduct include but are not limited to:

- Dishonest behaviour - theft, falsification of records or any act of criminal misconduct.
  - Serious breach of security or discipline
  - Immoral behaviour
  - Fighting or threatening behaviour
  - Behaving in such a way as to bring the Club into disrepute
4. Members of team staff who have a grievance for which they are seeking redress should apply to the Trustees or Head Coach. If the Trustees can resolve the situation they should do so, and a written record kept and distributed to the member of team staff concerned.

## Right Of Appeal

- First right of appeal is to the Club Secretary. The appeal must be received within 14 days unless there is good reason to extend the time frame.
- The Club Secretary will organise an independent assessment of the case and report within 28 days unless there is good reason to extend the time frame.

A final right of appeal is possible under Swim England Judicial Laws.

The Trustees of Derby Excel will review this document at regular intervals to ensure that it is effective and is achieving its stated objectives.

Updated January 2024



Swim England  
East Midlands

