



Thame Swim Club Behaviour Policy

This policy has been written in language which we hope can be understood by most of our swimmers, but does contain some complicated points and language. Please let us know if your child needs it to be explained by one of the coaches or the committee.

Thame Swimming Club (TSC) is a competitive club that wants all our swimmers to reach their full potential, both in and out of the pool. The TSC is also intended to be an inclusive, fun and friendly club. The club is run by volunteers who coach and help in their own time. Coaches and

volunteers who are giving up their time will only continue to do so if they feel that the swimmers

are paying attention, following the rules and are polite and respectful. Appropriate behaviour is essential for the safety and wellbeing of all swimmers and adults volunteering for the club. It also means the club can keep up its good reputation, which allows us to keep using the various leisure centres and sports clubs that we visit. Remember that the public may be using the pool at the same time and that swimmers represent the swimming club.

Aim

TSC members have all signed up follow Codes of Conduct using the Swim England models and Wave Power guidance, plus other relevant TSC and Swim England policies. TSC wants to make sure everyone follows the Code of Conduct that applies to them. If a swimmer is considered to have breached (broken) their Code of Conduct, this document is designed to guide the Swimmer, Committee, staff, and parents/carers through what actions will happen next (the disciplinary process).

This policy is not for use where breaches of the Code of Conduct of parents/carers, committee members, coaches and volunteers are concerned.

This policy is intended for use in all situations when a swimmer is representing TSC, including training sessions, competitions, swim camp and similar events.

Codes of Conduct

All members upon joining or at the time of membership renewal, will have agreed to the Thame Swim Club Codes of Conduct, which run through the expected behaviours of all members including athletes, volunteers, officials, parents as well as coaches and teachers. If you are considered to have breached the Club Codes of Conduct, this document is designed to guide you through the clubs' internal disciplinary process to make sure that you are aware of how the codes of conduct are dealt with.



What this policy does not cover:

1. **Safeguarding and Welfare.** All members deserve the right to feel safe in our sport and it is important that all clubs adopt Wavepower, which is Swim England's safeguarding policy. If you have a safeguarding concern, then please email the clubs welfare officer by contacting welfare@thameswimmingclub.co.uk
2. **A dispute or complaint between two or more club members.** This will follow the Club Complaints procedure (regulation 107). Please find more information [here](#).
3. **Breach of the Swim England Handbook (including the Code of Ethics).** This will follow Swim England's Judicial Complaint procedure (regulation 108). Please find more information [here](#).

What is disciplinary action or a disciplinary process?

A disciplinary action or process is when the Club takes action because it has concerns about swimmer's behaviour. The Club can set consequences for poor behaviour or 'misconduct'. These consequences can be warnings, or they can be more serious, for example, not being able to swim or compete for the club for a set period of time, or being asked to leave the club permanently. Usually, the Club would move through different steps before these serious consequences. There may be some situations when the Club would move straight to a serious consequence. This depends how much concern there is about the swimmer's behaviour. This considers the effect on other people, as well as the Club's reputation.

What is misconduct?

The following list does not include all possibilities but gives examples of behaviours which can be 'acts of misconduct'. These are major issues which can negatively affect other people and the Club will take them seriously if they happen.

'Acts of gross misconduct' mean actions which are so serious that they may lead to suspension (time away from the Club) or termination (ending) of membership. Acts which have safeguarding or welfare implications will be dealt with by the Club Welfare Officer. Some serious issues might need to be reported to Swim England, and to the police if they are illegal. Allegations of a potential crime will also be reported to the police. There may be times when Children's Social Care will also need to be informed.

Examples of misconduct

- Bullying Club Members: this can include physically, verbally, in written communication or through social media or gaming platforms, either directly or indirectly. Bullying can also include intimidating behaviour and belittling of the swimmer.
- Taking or sharing inappropriate photos or videos.
- Using mobile phones/ devices in the toilets or changing rooms at training sessions or at galas.



- Undermining coaching staff either in speech, or in written or online communication, either directly or indirectly. This means saying unreasonable negative things about someone, or putting someone down.
- Acting outside the TSC Codes of Conduct, Swim England Wavepower guidance, or any other relevant TSC or Swim England policies.
- Physical or verbal abuse of swimmers or adults.
- Refusal to obey reasonable instructions, or to follow event or local pool rules.
- Doing things which are unsafe and which could put other people or yourself in danger, or to cause damage to Club/hired property.
- Gross negligence (which means a major lack of the expected care and attention) which causes unacceptable loss, damage, or injury.
- Showing a lack of respect towards leisure centre staff, coaches, officials, volunteers, and swimmers, and the club.

An 'act of gross misconduct' means an incident of very serious poor behaviour. This can lead straight to the final stage of the disciplinary process.

Note for parents and carers regarding young people with additional needs:

If a young person is neurodiverse or has particular medical, emotional or learning need affecting their communication or behaviour, reasonable adjustments will be taken into consideration (this means we can change the way we approach some issues if a young person has a difficulty like autism or ADHD, for example). We understand it can take time to have a formal diagnosis, so we ask that parents/carers make us aware upon joining the club or at any stage that they become aware that a young person might benefit from a different approach.

Please ensure you have submitted a Coaches Information Form to the Club.

Coaching staff will be guided by parents to assist them in understanding and moderating a swimmer's behaviour where different approaches might be helpful in these situations. However, the process below will still need to be followed and expectations of acceptable behaviour cover all swimmers.

The Club disciplinary process

There will be five stages of the Club disciplinary process which will ensure a clear process in dealing with a breach of the Club Codes of Conduct and therefore all members know what to expect. This policy compliments the Club Codes of Conduct and therefore should be read in conjunction with them.



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Throughout all stages, those involved in the disciplinary action, have a right to complain via the Club Complaints route if either party are unhappy. More information can be found here: <https://www.swimming.org/members/how-to-resolve-issues-with-your-club/>.

The Club can issue a sanction for any breach of the Club codes of conduct at any stage. All sanctions must be time-bound and shared with all parties. Examples of a Club sanction include but are not limited to:

- Being removed for the remainder of the session.
- Having to complete additional educational training.
- Temporarily excluded from club competition selection.
- Temporarily excluded from club social activity.
- Temporarily excluded from all club activity.
- Issuing a written apology to those that the behaviour impacts.
- Being monitored at training sessions for a fixed period of time.
- Being issued with a performance review.

Stage 0 – Informal verbal warning

Stage 0 will be an informal verbal warning and will involve a verbal request to modify behaviour from the coach, teacher, team manager or any other Club officer and will lead to a parent/guardian (if under 18) being informed.

Stage 1 – Formal verbal warning

Stage 1 will be a formal verbal warning and will involve a meeting with the relevant Club officer, athlete and parent/guardian (if under 18). The meeting will be followed up by an email from the Chair confirming the agreed change in behaviour.

Stage 2 – Written warning

Stage 2 will be a written warning, issued following repeated poor behaviour and a blatant disregard to the Club Codes of Conduct. This may or may not be the same behaviour previously shown. A meeting will be called and include the relevant Club officer, athlete and parent/guardian (if under 18). The meeting will be followed up with formal correspondence from the Chair confirming the meeting discussion, the required change in behaviour and an outline of the consequence of any further breaches.



Stage 3 – Final written warning

Stage 3 is the final written warning, following a disregard of the agreements as outlined in stage 2. A meeting will be called and include the relevant Club officer, athlete and parent/guardian (if under 18) to discuss a behaviour contract being issued.

The meeting will be followed up with formal correspondence from the Chair confirming the meeting discussion, a copy of the behaviour contract agreed by all parties and an outline of the consequence of any further breaches.

Stage 4 - Further action including sanctions

As indicated by the Club Codes of Conduct and throughout this policy, continued breaches following the final written warning being issued, may result in your dismissal from the club.

Any dismissal will follow the formal [club complaint process](#) (regulation 107) involving the Club, athlete and parent / guardian (if under 18).