



Disciplinary Procedures

Where a swimmer is breaking their code of conduct, disrupting a session or causing harm to any other member of the club, the following actions may be taken:

Level 1:	
Description	An isolated incident or first offence such as: - Disrupting training by not listening or following coach instructions. - Poor behaviour on poolside, in the water or changing rooms.
Actions	Time out to talk to coach and/or consider appropriate behaviour. Coach will inform parents as appropriate.

Level 2:	
Description	Repeat of level 1 offence or increase in level of breach in the code of conduct, such as: - Deliberate disruption that means training sessions fail to run effectively. - Verbal, Emotional or Physical distress caused. - Offensive language and/or dangerous behaviour.
Actions	Exclusion from training session. Parents will be called to collect the swimmer and discuss with coach as appropriate. Head Coach will be informed. Duration of any further period of exclusion to be confirmed by coach. Verbal warning and exclusion from training recorded by coach.

Level 3:	
Description	Repeated level 1 or 2 offences at increasing consistency or seriousness.
Actions	As above. Where two or more periods of exclusion are necessary, a formal meeting with parents, swimmer, squad coach and head coach will be arranged to issue a written warning. The club chairperson will be informed. The written warning will confirm duration of a probation period upon return to training.

Level 4:	
Description	Repeated level 2 offences following level 3 disciplinary action. Constitutes gross misconduct and break of Swimmers Code of Conduct.
Actions	Exclusion and suspension from activity with parents informed. A written report will be submitted to the executive committee for further action which may involve a disciplinary panel to hear all evidence and decide upon next steps. This may include further suspension from training or termination of club membership with immediate effect. All final decisions will be communicated in writing.