

## LTSC Behaviour Policy and Disciplinary Procedure

The aim of LTSC is to achieve a safe and positive experience for all people using our Club so that quality teaching and training can take place. This policy document outlines the behaviour that we expect from our members and the disciplinary procedures which will be used to protect this aim. The procedures are outlined in this document and apply to all club members, including swimmers, parents, volunteers and committee members.

### 1 Introduction and General Principles

1.1 All members of LTSC have:

- The right to expect respect from others
- A responsibility to respect others
- The right to train and compete in a safe non-threatening environment
- A responsibility for the safety and well-being of self and others
- The responsibility not to disrupt the training of others

By following these principles, swimmers will learn to accept responsibility for their actions and the difference between acceptable and unacceptable behaviour.

1.2 In order to ensure consistency of approach to discipline, the code of conduct is made available to all swimmers and their parents. It is a matter of policy that swimmers who do not follow the code of conduct must be corrected and if necessary, sanctions applied.

1.3 LTSC is committed to enforcing its Code of Conduct and policies relating to its members and their parents/carers. This policy is set out to guide the executive committee and inform members of the disciplinary process underpinned by the Swim England guidance document [WAVEPOWER](#). It provides guidelines for disciplining members of LTSC who contravene the Code of Conduct and their obligations as set out in the Clubs' policies.

1.4 The behaviour 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.

1.5 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.

1.6 The club will investigate behaviour-related issues in accordance with its constitution and with reference to the Swim England Judicial Rules and the guidance set-out in [WAVEPOWER](#). This may involve swimmers and parents/guardians meeting with the welfare officer and an executive officer to discuss the issue. All matters relating to disciplinary action will be handled as speedily as possible.

1.7 A person wishing to make a complaint about inappropriate conduct should normally do so within 30 days of the incident.

1.8 The Committee has the power to expel a member when, in its opinion, it would not be in the best interests of the club for the individual to remain a member. In these instances, the procedure followed would be as laid down in the SwimEngland Handbook, Judicial Regulations. No member will be dismissed or suspended from the club for a first breach of conduct except in the case of gross misconduct.

1.9 Club members will have a right of appeal against any formal disciplinary decision.

## **2 Disciplinary Incidents**

Coaches are responsible for the management of swimmer's behaviour within their training sessions in the pool and their behaviour on poolside during lesson time. They may be assisted by volunteers and chaperones.

Incidents which will require further intervention include (but are not limited to):

- 2.1 Physical aggression towards another person
- 2.2 Persistent verbal abuse (including swearing)
- 2.3 Persistent disruption of swimming session(s)
- 2.4 Putting at risk their own or another's safety
- 2.5 Involvement in substance abuse
- 2.6 Possession and/or use of an offensive weapon
- 2.7 Stealing
- 2.8 An act of vandalism

## **3 Disciplinary Approach**

3.1 Involvement in one or more of the above incidents can lead to a fixed-term exclusion from training or permanent exclusion from the club.

3.2 In the event of serious misconduct leading to a fixed-term exclusion from training, on re-admittance to the LTSC executive committee would ensure that a behaviour contract with the swimmer was in place. It may be that a behaviour contract is also agreed following repeating incidents and prior to any training suspension.

3.3 The club reserves the right to withdraw any swimmer on fixed term exclusion or during investigation of a serious misconduct case from attending any competition (on the club's behalf).

3.4 The following provides guidance on what the disciplinary levels are:

## **4 Disciplinary Sanctions, in no particular order, may include**

4.1 Swimmer is asked to address their behaviour by the coach, teacher or team manager.

4.2 First verbal request to modify behaviour from coach, teacher or team manager which if repeated may lead to a parent / guardian being informed

4.3 Swimmer is asked to sit out of session or part of session to reflect on poor behaviour for a period of time (dependent on age) and parents may be contacted to collect the swimmer.

4.4 A second verbal warning will be given to the swimmer with parents / guardians present. The swimmer will be asked to make changes to their behaviour going forward.

4.5 A meeting is set up with coach, parents/guardians and welfare to discuss behaviour and come to an agreement on a behavioural contract.

4.6 If the behaviour occurs again after the contract is agreed, the swimmer may be temporarily suspended for a length of time agreed by the Committee and the coaching team. An email will be sent to parents / guardians explaining why the swimmer is suspended and detailing the period of time they are not to attend training.

4.7 If there is another occurrence, this will result in further suspension and potential exclusion from the club.

## 5 Investigating Complaints

LTSC will investigate behaviour related issues in accordance with its constitution and by following the guidance set out in [WAVEPOWER](#)

The club will aim to:

5.1 Appoint someone to lead the investigation, for example the Welfare Officer, or Head Coach.

5.2 Meet with the complainant and take notes of the meeting in person or via phone/email (usually the Welfare Officer and another Committee member).

5.3 Set up meeting to discuss the incident with the members involved, ensuring parents / guardians are present if a swimmer(s) is spoken to.

5.4 Where required, ask any witnesses to provide verbal testimony and /or written statements (their parents/guardians to be asked for consent to approach them when under 18).

5.5 Consider and where appropriate, promote reconciliation/mediation or restorative steps.

5.6 Follow the same protocol as above with the swimmer who is the subject of the complaint.

5.7 Conclude the investigation as soon as is reasonably possible ensuring fairness to both parties and keeping them informed of what is happening throughout.

5.8 Keep records on any incident, including any outcomes or disciplinary action taken.

5.9 Instances of inappropriate behaviour will be subject to one or more sanctions across the range of those available. Sanctions will be determined by the severity and persistence of the inappropriate behaviour, and the circumstances.

## 6 Appeal Process

At all stages the swimmer can appeal against the above processes and are entitled to representation which would usually be a parent or guardian, however, they can also request assistance or the presence of our Welfare Officer.

It should be noted that if there is an appeal, the swimmer will not be allowed back into the training sessions without the agreement of the responsible coach (unless the decision is overturned by the Executive Committee). In addition, no refunds will be made for lost sessions (even if the suspension is overturned)