



Heath Town Swimming Club

Behaviour and Discipline Policy

Codes of Conduct

Heath Town Swimming Club recognises that most of our members meet and exceed the club's expectations of behaviour and conduct and we pride ourselves on this in training, at galas and even outside of swimming. The aim of discipline is to achieve a safe, well-ordered environment in which quality teaching and training can take place. Some swimmers will experience discipline difficulties at some point in their training. To ensure a consistent and fair approach to discipline, Codes of Conduct are agreed upon when joining the club. It is a matter of policy that swimmers who do not follow the Code of Conduct will be corrected and if necessary, sanctions applied. Coaches and teachers are responsible for the management of swimmers' behaviour within their training sessions, ably assisted by pool assistants, volunteers, team managers, and poolside helpers, who must all consistently deploy the discipline model below.

As a swimmer in any activity held by a club, or when you are representing the club, you are expected to meet the following requirements with regards to your conduct during any such activity or event:

- Swimmers are expected to arrive at poolside at least 10 minutes before the start of their swim training session.
- Swimmers are expected to place utmost emphasis on their training sessions, including but not limited to recognising that others have a right to train without distraction.
- Swimmers are expected to be polite and respectful and always pay attention to the coach and poolside helpers (including but not limited to, refraining from talking with other swimmers whilst training instructions are being issued).
- Swimmers are expected to be always polite and respectful to their fellow swimmers (including but not limited to, physical aggression, reckless behaviour, or swearing / verbal abuse).
- Swimmers should enter and leave the water as instructed by the coach or poolside helper.
- Swimmers must respect the pool and equipment e.g., they must not pull on or sit on the lane ropes, throw equipment etc.
- Swimmers must be respectful to members of the public and other users of the swimming pool, changing rooms and shower areas.

If a swimmer displays disruptive or disrespectful behaviour during the session, the following disciplinary process should be followed:

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.

Stage 0 Informal Verbal Warning

1. An informal verbal warning should be issued – this should be issued as privately as is reasonably possible with a brief explanation for the warning.
2. If the warning is ineffective in resolving the matter or a behaviour of a different inappropriate type begins during the remainder of the training session, the swimmer will be instructed to leave the water for up to 10 minutes.
3. They will be instructed to get a towel to wrap and stay warm until the end of the 'time out' and should sit on poolside, refraining from communicating with anybody.
4. Ideally the poolside adult who issued the warning and/or removed the swimmer should engage in a restorative conversation with the swimmer until they are satisfied that the swimmer is suitably remorseful, where the chance of further inappropriate behaviour is minimal. If this point is reached, the swimmer should be permitted to re-enter the water. If this point is not reached, the swimmer will not be permitted to participate in remainder of the training session and will be instructed to shower and get changed. Parent/Guardian should be informed.
5. If the swimmer is permitted to re-enter the pool, they are expected to comply with expectations and should be treated in the same way as the other swimmers.
6. If the same swimmer is instructed to leave the water for a second time, within the same training session, the swimmer will not be permitted to participate in the remainder of the training session. In this situation, the swimmer will be instructed to shower and get changed. In the event of a swimmer being instructed to leave the water twice within one training session, it is likely that the swimmer will be excluded from the next training session.

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).

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 [insert welfare officer/lead email here].
- 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.