



## **Congleton Amateur Swimming Club Disciplinary & Appeals Procedure**

### **1. Introduction**

This procedure is to be considered alongside the CASC Constitution, section 6, “Expulsion and Other Disciplinary Action”.

The club’s aim is to encourage improvement in individual conduct or performance. The procedure is designed to establish facts concerning breaches of the CASC Codes of Practice quickly and to deal consistently with disciplinary issues.

### **2. Purpose**

The disciplinary procedure is in place to ensure that volunteers, swimmers and parents/carers/guardians of CASC who persistently fail to meet the agreed expectations, in line with the Codes of Practice, are dealt with in a fair, timely and open manner, with everyone involved having the right to be heard and to put their case.

### **3. General principles**

- a. The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues.
- b. Informal action will be considered, where appropriate, to resolve problems.
- c. Under normal circumstances no disciplinary action will be taken until the matter has been fully investigated.
- d. The rules regarding the invocation of the disciplinary procedure are defined within Section 6 of the club’s constitution.
- e. In determining whether such action is appropriate the Management Committee of CASC shall assess the observed behaviour, performance or conduct of the member against the CASC’s Code of Ethics and the relevant Codes of Practice.

### **4. Volunteers failing to meet agreed expectations**

In the case of a volunteer breaching the Code of Practice an interview will take place with the Management Committee, who have the authority to revoke membership of CASC.

- a. For formal action the volunteer will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made at a disciplinary meeting.
- b. The volunteer will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.
- c. At all stages of the procedure, the volunteer will have the right to be accompanied by an official representative.

- d. No volunteer will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty may be dismissal without notice.
- e. A volunteer will have the right to appeal against any disciplinary action.

**5. Swimmers failing to meet the agreed expectations**

- a. The swimming teacher will raise individual issues with the Club Chair.
- b. The swimming teacher or the Club Chair (to be agreed between the teacher and the Chair) will speak to the swimmer and his/her parents/carers/guardian regarding their behaviour.
- c. If the swimmer's behaviour continues to be in breach of CASC standards, sanctions will be considered, in consultation with the swimmer and parent(s) / carer(s).
- d. Any concerns of a child protection nature must be referred to the CASC Child Safeguarding Policy.

**6. Parents / Carers and Guardians failing to meet expectations**

In the case of a parent / carer / guardian breaching the Code of Practice, a meeting will take place with the Management Committee, who have the authority to take the appropriate action.

**7. Invoking the Disciplinary Procedure**

The management committee will decide on appropriate action.

Everyone has the right to appeal to the Chair of the management committee. The appeal should be lodged with the club secretary within one week and wherever possible, will be dealt with by the Chair within two weeks.

**8. Circulation**

All volunteers. A copy of the procedure will be kept on the club website for swimmers, parents and carers to reference.

**9. Document reference:**

CASC Child Protection Policy & Procedure

CASC Codes of Practice

CASC Constitution

CASC Managing Challenging Behaviour