

TSC Behaviour Policy and Procedure

The aim of the TSC behaviour policy is to achieve a safe and positive experience for all people using our Club so that quality coaching and training can take place. This policy document outlines the behaviour that we, as a Club, 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.

1. Introduction and general principles

1.1 All members of TSC 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/carers. 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 TSC is committed to enforcing its code of conduct and policies relating to its members and 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 TSC who contravene the Code of conduct and their obligations as set out in the Club's 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 guidance set out in Wavepower. This may involve swimmers /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 out in the Swim England Handbook, Judicial regulations. No member will be dismissed or suspended from the Club for the first breach of conduct except in the case of gross misconduct.

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

2. Disciplinary Incidents

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

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

- Physical aggression towards another person
- Persistent verbal abuse (including swearing).
- Persistent disruption of swimming training session(s)
- Putting at risk their own or another's safety.
- Involvement in substance abuse
- Possession and/or use of an offensive weapon
- Stealing
- 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 fixed-term exclusion from training, on re-admittance the TSC 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 a fixed term exclusion or during investigation of a serious misconduct case from attending any gala (on the club's behalf), overnight stay or swim camp.

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 parent/carer being informed.

4.3 The 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/carers 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 up to an agreement on a behaviour 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 Management Committee and the coaching

team. An email will be sent to parents/carers explaining why 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

5.1 TSC will investigate behaviour-related issues in accordance with its constitution and by following the guidance set out in Wavepower.

5.2 The Club will aim to:

- Appoint someone to lead the investigation, for example, the Welfare Officer, Head Coach or Lead Teacher.
- Meet with the complainant and take notes of the meeting in person or via phone/email (usually the Welfare Officer or staff and another Committee member).
- Set up a meeting to discuss the incident with the members involved, ensuring parents/guardians are present when the swimmer(s) are spoken to.
- 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).
- Consider and where appropriate, promote reconciliation/mediation or restorative steps.
- Follow the same protocol as above with the swimmer who is the subject of the complaint.
- Conclude the investigation as soon as is reasonably possible, ensuring fairness to both parties and keeping them informed of what is happening throughout.
- Keep records of any incident, including any outcomes or disciplinary action taken.
- Instances of inappropriate behavior will be subject to one or more sanctions across the range of those available. Sanctions will be determined by the severity and persistence of inappropriate behaviour, and the circumstances.

6. Appeal Process

6.1 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 the Welfare Officer.

6.2 It should be noted that if there is an appeal, the swimmer will not be allowed back in 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).