

City of Oxford Swimming Club



Disciplinary Procedure

COSC want all swimmers to be able to enjoy their sport, feel safe and comfortable, be able to train, perform and participate whilst still having fun and making friends as well as training to achieve their best potential.

Note: The Disciplinary Panel will consist of committee member, Head or Assistant Coach and Club Welfare Officer.

All coaches will undergo regular monitoring from the Welfare Officer to ensure consistent use of Disciplinary Procedure.

This guideline will apply to all land and pool-based training sessions and all competitions and galas where swimmers are representing COSC.

LEVEL 1 OFFENCE: WARNING

Description of causes: An isolated incident or first offence.

Examples:

- Disruption of a training set¹: chatting, messing around, distracting behaviour to other swimmers, not listening
- Failure to follow instructions correctly
- Repeated inappropriate use of language not directed at anyone
- Forgotten any kit four or more times in a consecutive four-week² period
- Lateness: Swimmers are expected to arrive 5 minutes before the start of the session. Therefore, lateness is classified as any time after the official session start time

Actions: These will be an appropriate penalty at coach's discretion and should not be humiliating to the individual. The coach will also clearly explain what the penalty is for.

- Verbal warning: if a swimmer commits a first offence (e.g. messing around) they will be told by their coach what they have done wrong and what behaviour is expected. If they continue the behaviour they will be asked to stop that behaviour. If they continue after 2 chances the consequences will be escalated as below

¹ Training set includes both pool based and land based sessions

² Counted from date of first offence

Examples:

- Time out (5-10 minutes on side of pool)
- Removed to safe area for cooling off
- Repeating part of the training set not performed well
- Change the type of work the swimmer is doing in the pool
- Moving the swimmer into another lane or another area for land based sessions

Management of Lateness

- If lateness is down to the parents or traffic it will be recorded but no action taken
- If lateness is considered by the coach to cause disruption to the rest of the squad the swimmer may be asked to sit out of the session under the coach's supervision
- More than 6 late arrivals for any session within a consecutive four-week period², will result in parents being contacted by the squad coach
- More than 3 late arrivals for a morning session within a consecutive four-week² period, will result in parents being contacted by squad coach

Verbal Warning: The coach will inform the swimmer that a repeat offence will result in exclusion from the remainder of that session and that their parents will be contacted with a standard email via the Welfare Officer

Coach's Action: The coach will make diary notes of the incident and actions. All incidences are held on record for four weeks.

LEVEL 2 OFFENCE: INCREASED LEVEL OF PENALTY

Description of causes:

Either: a repeat offence following a previous Level 1 verbal warning or a second Level 1 offence during the same session.

Or: a direct Level 2 offence, examples of which include:

- Disrespectful conduct to the coach or other swimmers in front of the squad.
- Inappropriate language e.g., swearing at other swimmers and coaches.
- Deliberate disruption.
- Wilful failure to follow training set instructions.
- COSC representation at open competitions: failure to notify team manager of withdrawal prior to the specified withdrawal time.
- Breach of the swimmers' code of conduct: if the offence reaches the threshold for level 3 or 4 offence it will be managed as such.

Actions:

1. The swimmer must sit out for the remainder of the session including all pool and land-based sessions that follow.

- During pool-based training set the swimmer is sent to get changed and must sit at poolside until the end of the session
- During land-based training set the swimmer must sit out until the end of the session

2. Parent informed of misconduct

Management of late/failure to notify team managers of gala withdrawal

- If lateness is down to the parents, it will be recorded but no action taken
- If late withdrawal/non-attendance is due to the swimmer, the parents will be informed
- If late withdrawal/non-attendance is considered by the coach to cause disruption to the rest of the team the swimmer may be withdrawn from the rest of the gala
- Late withdrawn on 3 or more occasions within a season will be treated as a Level 3 offence

Verbal Warning: the coach will inform the swimmer that failure to improve behaviour during the next four-week² period will result in the possibility of a 2-session suspension.

Coach's Actions:

- Make diary notes of the actions
- Welfare Officer to be informed of misconduct
- A standard warning email will be sent to the swimmer's parents.

LEVEL 3 OFFENCE:

Description of causes:

Either: Repeated³ Level 1 and 2 offences within a four-week² period

Or: there may be some specific incidents or situations that warrant immediate Level 3 review and bypass Level 1 and 2 disciplinary procedures. See below.

- **Club representation – failure to behave in an appropriate manner:**
 - Every member represents COSC. It is important that in all situations swimmers behave accordingly, especially during swimming meets and swim camps. If a swimmer's behaviour is deemed disruptive or disrespectful and brings the club into disrepute, then the club will follow the below actions.
- **Reported, non-sporting behaviour towards other club members (verbal and physical)**

³ 3 or more Level 1 offences not in the same session
2 or more Level 2 offences

- **Damage to property both public or personal:**
 - Every member must respect the property of others and their surroundings.
- **Physical contact with others which has caused distress but not performed with malicious intent**
- **Attendance of any competition outwith the City of Oxford Calendar unless agreed with the coach prior to entry**
- **Breaking of rules of the photography policy**

Actions:

1. *Immediate exclusion from that training session (as in Level 2).*
 - a. *During a pool based training set the swimmer will be sent to get changed and must sit at poolside until the end of the session*
 - b. *During land based training set the swimmer must sit out*
2. Exclusion from subsequent sessions until a meeting has been arranged for swimmer, parent, coach and Welfare Officer
3. Following this meeting a decision will be made by the Disciplinary Panel regarding the action to be taken
4. This may lead to suspension from training for a period of up to 5 days
5. Executive Committee informed

Warning: The coach, along with the Welfare Officer, will inform the swimmer that they will receive a written warning stating that they will receive 3 months of probation following suspension.

Coach's Actions:

- Make diary notes of the actions
- Provide a written report to the Welfare Officer

LEVEL 4 OFFENCE: GROSS MISCONDUCT

Description of causes:

- Repeat Level 2 offences following a Level 3 disciplinary action within the three-month probation period)
- Gross misconduct

Examples:

- Grossly offensive behaviour or language of an extremist nature
- Acts endangering the safety of others
- Malicious physical contact against others with intent to harm

- Consumption of or under the influence of alcohol/recreational drugs during training, camps or competitions
- Criminal acts e.g. theft

Actions:

- *Immediate exclusion from that training session (as in Level 2/3). The swimmer will be sent to get changed and must sit at poolside until the end of the session*
- Exclusion from subsequent sessions until a meeting has been arranged with Disciplinary Panel.
- The coach will send a written report to the Disciplinary Panel for further action.
- The Disciplinary Panel may deal with the incident immediately or meet to hear the evidence and decide upon actions to be taken. A Disciplinary Panel shall have the power to impose specific conditions of behaviour on the member under the guidance of the Swim England.
- **The Welfare Officer will contact Swim England for further advice.**

Warnings: The decisions of the Disciplinary Panel will be communicated in writing.

Coach's Actions:

- Inform Disciplinary Panel/Welfare Officer of incident.
- Make diary notes of the actions and inform the Disciplinary Panel with a written report.

INFORMATION GOVERNANCE

Storage of Information

- All reports of any incidences from Level 2 or above, from both coaches and Disciplinary Panel, will be documented and logged by the Welfare Officer.
- Level 1 offences will only be recorded in coach diaries.

It is requested that all incidents should not be discussed by parents with other parents.

All incidents will be treated as confidential by the coaches, Club Welfare Officer and Disciplinary Committee as outlined in Wavepower. Information will only be disclosed on 'a need-to-know basis'.

RIGHT TO APPEAL

All parties must highlight an appeal **within seven days** of notification of sanction. It will then be reviewed by the panel. If not, the case will be considered closed after the seventh day.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY

COSC strongly recommends that if your child has any special needs that may be linked to behavioural issues that these are formally registered with the club in the same way that known health issues are currently reported to the membership secretary (i.e. at registration and updated via Swim Manager). Specific issues can be reported to the Welfare Officer and/or the swimmer's coach.

Known special educational needs or disability will be taken into account when applying the guideline and reasonable adjustments will be made.