

Newcastle Amateur Swimming Club (Staffs) Behaviour Management and Disciplinary Procedure

Introduction

NASC (Staffs) is a friendly, caring club that aims to help swimmers of all abilities to have an enjoyable time and to improve their swimming capabilities. NASC (Staffs) is mainly run by volunteers who help and Coach in their own time. Coaches and volunteers who are giving up their free time will only continue to do so if they feel that swimmers are paying attention, are following the rules and are polite and respectful. Additionally, swimmers and their parents/carers will only continue to be committed to the club if they are also treated fairly and with respect.

NASC (Staffs) expects Coaches, parents/carers, swimmers and volunteers to adhere to the Codes of Conduct (available at <http://www.newcastleasc.net/club-admin/codes-of-conduct/>), and to be polite and respectful to each other.

NASC (Staffs) will not tolerate abusive, intimidating or aggressive behaviour or violence toward any persons, i.e. members of the club, (including swimmers, Coaches and volunteers), other pool users and also staff working at J2 (such as Reception staff and Lifeguards). Swimmers represent the club every time they are at training or events and are expected to act accordingly.

The following lists of expected behaviours are not exhaustive, and a generally respectful manner is expected of all members of the club. Disciplinary action will be invoked where persistently disrespectful behaviour occurs.

Respectful behaviour is also expected from all members when posting on social media any comments that can be linked back to NASC (Staffs).

This document is based upon guidance and information provided via the NSPCC Safeguarding in Sport (used in ASA Safeguarding courses). Additional bibliography is indicated at the end of this document.

Changing Room behaviour

- Parents/carers should be in attendance of children 8 years and under.
- Coaches are not responsible for any swimmers whilst in the changing rooms
- All swimmers of all ages are expected to adhere to the following:
 - Changing rooms are to get showered and changed in – not for messing about in
 - Swimmers shall go into a changing cubicle alone and close the door whilst changing. Other swimmers' privacy shall also be respected.
 - Other swimmers' property and belongings shall be left alone
 - Swimmers shall be responsible for their own belongings
 - Swimmers shall remember that the public use the facilities at the same time and that swimmers' behaviour directly affects the reputation of our club. Bad language, and other loud raucous behaviour is not permitted in the changing rooms
 - Mobile phones shall not be used by swimmers on poolside or in the changing rooms for any reason, particularly not for taking photographs. Texts and phone calls shall be made in Reception.

Poolside behaviour

Coaches are responsible for all swimmers whilst they are on poolside, but not when they go to the changing rooms or toilets.

When on poolside at training sessions swimmers are expected to adhere to the following:

- Whilst the club wants swimmers to have fun, all swimmers are expected to train and work hard
- Swimmers shall respect all other swimmers and adhere to the Codes of Conduct
- Swimmers shall not behave inappropriately to other swimmers
- Swimmers shall follow the Coaches' instructions and listen carefully
- Other swimmers' belongings on poolside shall be left alone
- Swimmers shall be responsible for their own belongings
- Swimmers shall remember that the public may be using the Pool at the same time and that swimmers' behaviour directly affects the reputation of the swimming club
- Violent/aggressive/intimidating behaviour and bullying will not be tolerated in our club.

Gala behaviour

Coaches and poolside helpers are responsible for all swimmers whilst they are on poolside, and not when swimmers go to the changing rooms or toilets.

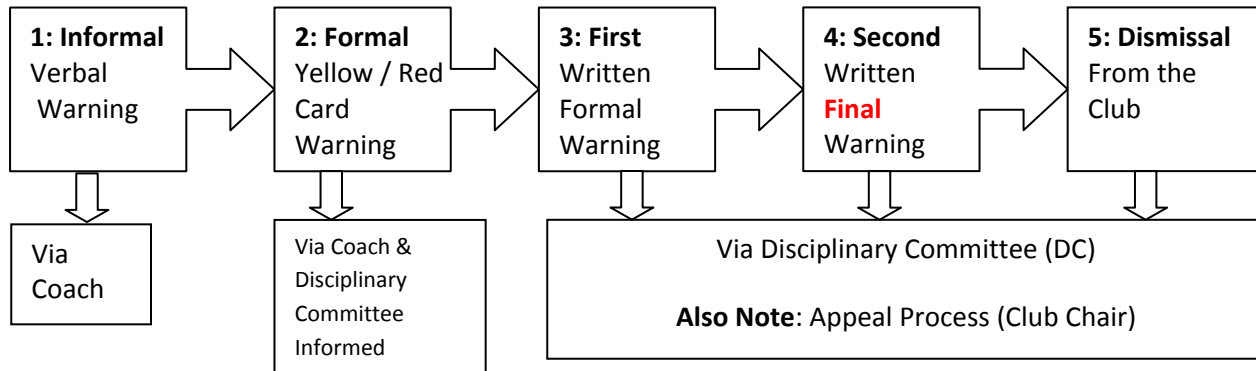
Whether galas are at home or away, the following shall be adhered to:

- Ensure you are ready well in advance for your races
- Report to the Coach or Poolside Volunteer immediately on arrival
- Inform the Coach or Poolside Volunteer if you plan to leave the poolside for whatever reason
- Inform the Coach or Poolside Volunteer when you are leaving the gala and who you are leaving with
- Do not mess about on poolside, in the changing rooms or on balconies etc.
- Be respectful towards Coaches, volunteers, officials and swimmers from all clubs present
- Do not touch any poolside equipment
- Stay out of the way of the officials and poolside helpers
- Be quiet at the start of races
- Wear NASC (Staffs) swimming caps whenever possible
- Support and encourage all swimmers in the team

Procedure for managing swimmers' poor behaviour (in training and at galas)

The procedure aims to clarify how persistent poor behaviour will be managed in a fair and equitable way.

Incidents will be assessed on a case by case basis, in general terms (assuming no interim resolution) the process will consist of:



Any Disciplinary process will be overseen by the *Disciplinary Committee (DC) to maintain fairness and to ensure that accurate records are maintained.

**The DC is a committee subgroup consisting of the Secretary; the Membership Officer & the Welfare Officer;*

N.B. Any Appeal process will be overseen by the Club Chair Person (See Appeal Process Below)

1. Informal Verbal Warnings

In the first instance Coaches (and assistants etc) will endeavour to manage minor instances of poor behaviour on 'poolside' using verbal warnings, discussing first with the swimmer (and parent/carer if necessary) why the behaviour is not acceptable, what the expected standards are and what appropriate corrective action is required.

2. Formal Yellow & Red Card Procedure

In the circumstances that the swimmer repeatedly ignores verbal warnings and/or standards of behaviour deteriorate, Coaches will use a "yellow and red card" formal procedure. This may take the form of actual cards or verbal warnings of the same.

- For persistent poor behaviour, the swimmer will be issued a yellow card. At this point the swimmer will be asked to sit on poolside. It is at the Coaches' discretion as to the length of time (but no longer than 10 minutes) and the event shall be documented on an incident report form (see Appendix 1).
- If the poor behaviour continues again after the swimmer has returned to the pool, then a red card will be issued. The swimmer will be asked to leave the pool and get changed. If the parent /carer is unavailable the swimmer shall wait poolside for collection and the incident shall be documented on an incident report form (see Appendix 1), with copies sent to the Secretary (see section on Record Keeping).

- At this stage, the swimmer's parent/carer will be informed by the Coach as to why their swimmer has been removed from the training session/competition, either via written communication or in person., The swimmer will then return to the next training session, in most circumstances this will be deemed to have resolved the issue and the incident will not be discussed further.
- At the next session, further repeats of unacceptable behaviour will result in an immediate red card issued and the swimmer being asked to leave the session/event (again waiting on poolside until parent is available for collection)
- The Disciplinary Committee will be informed if this happens and stage 3 will be invoked

3. Formal Disciplinary Procedure (First Written Warning)

The Club seeks to avoid formal actions unless necessary and this will be deemed as a last resort when informal procedures have proved ineffective and/or the behavioural issue is an extreme incident warranting immediate action.

The Welfare Officer (or deputy) at this stage would seek support and advice from the ASA, unless already having done so earlier in the process.

If conduct does not improve and further instances are brought to the Committee's attention, the swimmer will be issued with a fixed term suspension and the first written formal warning will be sent to parents/carers. During this time, the swimmer will be unable to take part in any activity organised by The Club. Fees for this period will still be payable and no rebate will be given

Please note: Serious breaches of reasonable behaviour (for example, fighting, bullying, vandalism or any other excessive bad behaviour during attendance at training or a club event) may at the discretion of the relevant Coach (with support from the Committee), lead to instant suspension of the swimmer from The Club, even if stages 1 and 2 have not occurred. This suspension will remain in place until a disciplinary sub-committee can be convened, where a decision will be made on the individual concerned and relevant action required.

4. Formal Disciplinary Procedure (Second Written Final Warning)

The swimmer may then return to training after the period of suspension ends. If the swimmer's behaviour continues to be unacceptable, then the Coach will report to the Committee who will undertake to issue a second written final warning potentially leading to **(Stage 5)** the permanent expulsion of the swimmer from the club.

Please note: depending upon the severity of the behaviour, the Committee may bypass or invoke the above procedure(s) at any stage.

Record keeping

All Coaches, volunteers, parents/carers and swimmers are encouraged to report incidents to the Head Coach and/or a Committee member as soon as is reasonably practicable so that the Committee are fully aware, and that records are maintained.

All yellow or red card events will be detailed on an incident form by the relevant Coach or volunteer and the relevant parent/carer informed by telephone and/or by face-to-face discussion.

Details of completed incident forms shall be forwarded to the Secretary (as part of the DC) at the end of the session. Incident forms will then be discussed at the next DC meeting and support and monitoring will begin.

Completed copies of incident forms and records of such discussions and decisions will be held by the Secretary in a confidential manner. The contents of such discussions are to not be shared with anyone outside of the DC, except for the relevant Coach who will be immediately informed of the discussion outcome and actions. The ASA may become involved in more serious incidents.

As a club, we will try to deal with all matters before they become serious and we would encourage swimmers and parents/carers to discuss any concerns, however small they seem, with any Coach or any Committee member.

Appeals or complaints about the Behaviour Management and Disciplinary procedure should be verbally discussed as soon as possible. However, if the complainant feels that a verbal discussion is not sufficient, they should write a formal complaint to the Secretary.

Associated Documents:

Accident/Incident form

Sources of Information:

Code of conduct and Ethics (Parents, Coaches and Swimmers)

NASC (Staffs) Club Constitution Section 6

ASA Guidelines for handling Internal Club disputes

Right to Appeal

All swimmers, parents/carers, club members, team managers and coaches have the right to appeal against any decision made under this procedure.

Any appeal, shall be made in writing to the Chairperson, within 14 days of the penalty being given, stating the swimmers name and details of the appeal. This will then be formally discussed at the next DC meeting and the individual will be informed of the decision made by the Chair. Such action may be overridden by the ASA complaints procedure.

Membership of NASC (Staffs) indicates acceptance that you have read the Codes of Conduct and the completion of the Club membership application form indicates that you accept to be bound by the same.

POOR BEHAVIOUR MANAGEMENT SUMMARY

First Session:

POOR BEHAVIOUR DISPLAYED = VERBAL WARNING

POOR BEHAVIOUR CONTINUES = YELLOW CARD; sit out for up to 10 mins, document

POOR BEHAVIOUR CONTINUES = RED CARD; removal from session & sit out poolside until parent/carer collects swimmer, document event

COACH INFORMS PARENT/ CARER OF REASONS FOR REMOVAL; SECRETARY (as part of DC) ALSO INFORMED (both yellow and red cards)

Next Session:

SWIMMER FREE TO ATTEND NEXT SESSION WITHOUT PREJUDICE

POOR BEHAVIOUR CONTINUES = IMMEDIATE RED CARD EVENT; removal from session & sit out poolside until parent/carer collects swimmer, document event

COACH INFORMS PARENT/ CARER OF REASONS FOR REMOVAL; REFERRED TO SECRETARY (As part of DC) FOR POTENTIAL FURTHER DISCIPLINARY ACTION I.E. TEMPORARY SUSPENSION/ FIRST WRITTEN WARNING

Further Sessions (Post suspension or other formal warnings):

SWIMMER FREE TO ATTEND NEXT SESSION WITHOUT PREJUDICE

POOR BEHAVIOUR CONTINUES = IMMEDIATE RED CARD EVENT; removal from session & sit out poolside until parent/carer collects swimmer, document event

COACH INFORMS PARENT/ CARER OF REASONS FOR REMOVAL; REFERRED TO SECRETARY (As part of DC) FOR POTENTIAL FURTHER DISCIPLINARY ACTION I.E. SECOND AND FINAL WARNING/ DISMISSAL FROM CLUB.

APPENDIX 1

NEWCASTLE ASC (STAFFS) BEHAVIOUR INCIDENT FORM

DATE (of form completion) :

INCIDENT DATE (if different) :

LOCATION OF INCIDENT:

NAME OF PERSON REPORTING INCIDENT:

CONTACT DETAILS (if not known to Club):

RELATIONSHIP TO PERSON(S) BELOW e.g. Coach, Parent Helper etc

PERSON(s) AFFECTED (circle):	swimmer	parent	other (please state)
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NAME :

CONTACT DETAILS (if not known to the club):

SQUAD (If swimmer):

ABOUT THE INCIDENT (circle):	1 st yellow card	1 st red card	2 nd (or more) Red card	other (please state)
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DESCRIBE THE INCIDENT (continue over leaf if necessary):

REMEDIAL (IMMEDIATE) ACTION TAKEN (continue over leaf if necessary):

PARENT INFORMED (circle)?	Yes	No	HOW INFORMED (circle)	Direct Verbal	Email	Telephone

PLEASE SEND (OR HAND TO) COMPLETED FORMS TO THE CLUB SECRETARY

FOR COMMITTEE USE ONLY

DATE of receipt:	Received by:	Position:
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Initial Action (Circle)	First Red & Yellow cards Circulated to DC and filed	Second (or more) Red card Circulated to DC for disciplinary consideration	Other
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Pending Action: