



Warrender Baths Club Disciplinary Procedure



In the event that the behaviour of a swimmer, member, coach, parent volunteer or member of the Club's Management Committee seriously contravenes Warrender Baths Club's ("the Club") Constitution, policies or Codes of Conduct, or those of Scottish Swimming by which all members of the Club are bound, the following action shall be taken:

- The person in question (or his or her parent or guardian) will be informed either verbally or in writing that his or her conduct is being investigated and an explanation of the matter being considered will be provided;
- Two officials of the Club, one of whom has no connection with the matter complained about, will investigate the matter and report to a panel comprising a minimum of two members of the Club's Management Committee ("the Panel") on whether or not the evidence merits further action being taken. Those Club officials conducting the initial investigation will not be members of the Panel but may be called to give evidence;
- The person in question may be suspended while an investigation is carried out. Suspension is not a form of disciplinary action. Notification of the suspension and the reasons will be conveyed in writing to the person in question;
- If it is recommended to the Panel that the evidence does not merit further action being taken then the person in question will be informed of that decision in writing;
- If it is recommended to the Panel that further action should be taken, the person in question will be invited in writing to attend a meeting with the Panel to discuss the issue and consider the evidence which has been gathered. A minimum of 3 days notice of the meeting will be given. The meeting will provide an opportunity for the person in question to be heard in full in their defence. The person in question may be represented or accompanied by a third party (e.g. a parent, friend or colleague);
- After conclusion of the meeting, the Panel will determine either after an adjournment or in writing within a period of 3 days whether action should be taken against the person in question. The disciplinary action available to the Panel includes:
 - a formal verbal warning;
 - a formal written warning setting out the Club's concerns and specifying what response the Club requires;
 - suspension or exclusion from the Club. A decision to suspend or exclude the person in question from the Club will be communicated in writing.

An accurate record of events and decisions will be maintained by the Panel. Any written communication of disciplinary action will also advise the person in question of their right of appeal.

The person against whom the disciplinary action is taken will have a right of appeal. An appeal must be made in writing, stating the reasons for the appeal, and must be received by the Club Secretary within 14 days of the date of the written warning or correspondence communicating a decision of suspension or exclusion. The Club Secretary will convene an Appeal Panel comprising a minimum of two members of the Management Committee not previously involved in the matter ("the Appeal Panel"). The Club Secretary will invite the person in question to a meeting to consider the appeal at which they will have the right to be heard in full. The person in question may be represented or accompanied by a third party (e.g. a parent, friend or colleague). A minimum of 3 days notice of the appeal meeting will be

given. The Chairman of the Panel will attend the meeting to give evidence relating to the Panel's decision. The Appeal Panel may uphold or reject the original decision of the Panel or impose a different disciplinary sanction. The Appeal Panel's decision will be communicated in writing to the person in question within a period of 5 days after the meeting.

Should an appeal be rejected, the matter will be considered closed subject to any further right of appeal under Rule 14 of the Scottish Amateur Swimming Association Limited's ("SASA") Rules.

Any individual the subject of a complaint in terms of this Disciplinary Procedure will be offered the opportunity to be heard in their defence in accordance with Rule 12 of the SASA's Rules.

In the event that any conduct relates to child abuse or constitutes a criminal offence then the matter will be referred to the Chief Executive of SASA within 48 hours in accordance with Rule 12 of SASA's Rules.