



WINCHESTER CITY
PENGUINS

Discipline Policy and Procedure

Working Draft, Feb 2022

It is our expectation that most behaviour and conduct issues can and will be dealt with by clear expressions of required standards, informal discussions with swimmers and low level warnings by coaches / teachers. Where swimmers do not respond to these techniques, and behaviours are disruptive to swim practice, we will use the following disciplinary policy.

The following policy should be read in conjunction with both the Swimmers and Coaches / Teachers Codes of Conduct so all parties can understand what is expected of each other in often difficult circumstances.

If a swimmer is consistently demonstrating poor or disruptive behaviour, ie is not acting in accordance with our codes, values and behaviours, or does not follow instructions of poolside staff, the following procedures should be followed:

1. An explicit verbal warning should be issued – this should be issued as privately as is reasonably possible (not called across the pool) with a brief explanation for the warning and within sight of another adult or swimmers. For note, very low level reminders about good behaviour may not constitute a verbal warning.
2. If the warning is ineffective in resolving the matter, or behaviours of a differently inappropriate type begin during the remainder of the training session, the swimmer will be instructed to leave the water following the third explicit verbal warning.
3. The swimmer will not be permitted to participate in the remainder of the training session. In this event, swimmers that are in squads / sessions primarily aged 12 and under will be instructed to shower, change and return to pool-side for the duration of the session. Alternative arrangements for over 12's will be at the discretion of the coach, eg making personal arrangements to return home.
4. If a swimmer poses a direct threat to themselves or others or compromises the delivery of the session for the whole group, they may be instructed to leave the water on a first warning, with

no possibility of participating in the remainder of the training session. In this event, swimmers that are in squads / sessions primarily aged 12 and under will be instructed to shower, change and return to pool-side for the duration of the session. Alternative arrangements for over 12's will be at the discretion of the coach, eg making personal arrangements to return home. Being prevented from continuing with the training session without having first been issued with a warning is likely to be rare but should be action available at the discretion of the coach / poolside staff.

The parents/guardians of any swimmer (16 years or under) asked to leave the pool will be notified about the incident, ideally at the end of the training session or as soon after as reasonably possible, and confirmed in writing. Agreements will need to be made about future conduct and it will be at the coaches discretion whether that is required ahead of the swimmer being permitted to train / compete further. Persistent poor behaviour may require an individual behaviour plan agreed between the swimmer, coach and parent. If at any point coaches would like a Welfare Officer with them, or the child and family think it is best to have a welfare officer with the child, when having disciplinary discussions, then one can be made available. This procedure is set out in Wavepower and is to ensure safety of both coaches and swimmers.

In addition to parents being contacted in the event of three verbal warnings and a swimmer being asked to leave the pool, they will also be contacted in the event of persistent behavioural issues, i.e. frequently gaining one or two explicit verbal warnings.

Coaches will seek additional guidance from the Management Team in the event of swimmers / parents requiring ongoing contact with regard to behaviours.

If necessary, a Disciplinary Committee can be convened of the CEO, Head Coach, or equivalent, and Club Welfare with the potential for a swimmer to be excluded from training / competing temporarily or permanently with the club.

The nature of the incident and the resulting discussions and agreements should be captured in an objective and timely fashion using the incident reporting function within Swim Club Manager by the lead squad coach.

RIGHT TO APPEAL

All swimmers, parents/carers, club members, team managers and coaches have the right to appeal against any decision made under this code. Any appeal, should be made in writing to the CEO, within 14 days of the penalty being given, stating the swimmer's name and details of the appeal. This will then be formally discussed at the next Board meeting and the individual will be informed of the decision made. Such action may be overridden by the Swim England complaints procedure.

Membership to WCPSC indicates that you have seen the Code of Conduct for Swimmers and completion of WCPSC membership application form will be taken that you accept to be bound by the code itself.