



STAFFORD APEX SWIMMING CLUB
DISCIPLINARY PROCEDURE FOR SWIMMERS
POOLSIDE AND GALAS

1. The procedure laid out below is to be taken when an incident occurs and the actions of a swimmer are in disregard to the instructions of the coach taking the session or leading the gala team, or constitute a health and safety incident.
 - 1.1. The coach in charge of the squad being trained is, in the first instance and where practical, to remove the swimmer from the pool and to speak to them regarding the incident. There will be a '3 strikes' policy on poolside and then the swimmer will be removed from the session and the parent spoken to. At the first available opportunity the coach involved, where not the head coach, is to make the head coach aware of the incident and the initial action taken.
 - 1.2. If an incident occurs again then the procedure in 1.1 will be followed but on this occasion the committee will be informed and a meeting arranged with the head coach, parents, swimmer and a quorum of committee members – wherever possible this should include the chairperson and welfare officer(s).

- 1.3. Should the swimmer repeat the behaviours then the actions in 1.1 and 1.2 should be followed but a formal warning will be given to the swimmer and a written undertaking that the behaviours will not occur again. Should such behaviours be repeated then a period of suspension will be imposed by the agreement of the Committee.
- 1.4. If a period of suspension is imposed the head coach is to advise the centre manager accordingly.

GENERAL BEHAVIOUR

2. When coaches and/or committee members are made aware of incidents of challenging behaviour away from the poolside but involving Apex swimmers, the following procedures will be followed:
 - 2.1. Parents will be informed of the behaviours and requested to support the club in curbing such behaviours.
 - 2.2. Incidents deemed to be of a more serious nature will be dealt with by the committee following the Wavepower 'Managing Challenging Behaviour Guidelines'
 - 2.3. Steps 1.2, 1.3, 1.4, 1.5 will be followed as above.