



ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

Club Disciplinary Procedure

If any breach of the Club Codes of Conduct occurs, an initial informal verbal warning will be given by the coaching staff or club officers. It is in everyone's interest that these warnings are recognised and those concerned respond by stopping the behaviour giving rise to the breach and should not repeat the event.

If the informal warnings are not recognised or observed, or in the case of a serious breach of the codes of conduct, then the following procedure shall be followed:-

- The breach shall be recorded by the member of the coaching staff or club officer who witnesses the event or to whom the event is reported.
- The event shall be reported to the club Welfare Officer and executive committee
- When an external authority, i.e. ASA ICPO or Police, are responsible for the proceedings, the club action must be suspended until the external proceedings are completed.
- Where the event involves persons less than 18 years of age, the parents/guardians must be informed and involved in the process.
- Following receipt of a complaint of misconduct or breach of the codes of conduct, the committee will notify those parties involved.
- A disciplinary file will be opened to hold copies of all correspondence.
- Disciplinary review under the ASA Code for the Resolution of Internal Disputes must be followed.
- At all stages the person involved is entitled to be represented by a person of their choosing.
- The Disciplinary Committee will have the ability to impose the following sanctions:-
 - a) Formal Verbal Warning
 - b) Formal Verbal Warning – recorded and active for no more than 12 months
 - c) Written Warning
 - d) Written Warning – with suspension, period to be defined.
 - e) Written Warning – with Expulsion from club.
- The Disciplinary Committee may at its discretion omit stages in the case of serious or repeated breach of the code of conduct.