

## Disciplinary Procedure

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In the event that the behaviour of a Swimmer, Coach, Swimming Technical Official, Committee Member or Volunteer seriously contravenes **Blairgowrie Dolphins ASC** Codes of Conduct, the following action will be taken:

- In most cases an informal conversation with the individual concerned, by an appropriate Coach, Wellbeing & Protection Officer or relevant Committee Member should be sufficient.
- Should the situation continue the Coach, Wellbeing & Protection Officer or relevant Committee Member will be notified, and an investigation carried out to ascertain the facts and decide on the next appropriate steps.
- It may be necessary for the matter to be escalated to the Scottish Swimming Safeguarding Officer for consultation and advice.
- It may be necessary for a formal verbal warning to be issued. This would normally be carried out by the Coach, Wellbeing & Protection Officer, or relevant Committee Member.
- Should further action be necessary, this will take the form of a formal written warning, which will set out the club's concerns and specify what response the club requires. The individual concerned will be required to submit a written response within 14 days of the correspondence having been received.
- If neither the verbal or written warnings adequately address the club's concerns, the individual will be suspended or excluded from the club and all club activities depending on the severity of the situation. The decision will be made by the Committee and communicated to the individual in writing.

Each stage of the Disciplinary Procedure will be recorded by the Wellbeing & Protection Officer or relevant Committee Member. This will ensure that an accurate record of events and decisions is maintained.

In the event that the disciplinary matter concerns a member of the Committee, the individual concerned will be asked to leave the room during the discussion.

The individual against whom the disciplinary action has been taken will have a right of appeal. The appeal must be made in writing and must be received by the Club Secretary within 14 days of having received a written warning communicating a decision of suspension or exclusion.

The Committee will consider the appeal and at its discretion, will agree to a formal disciplinary hearing. A written response will be provided within 14 days of the appeal having been received.

Should the appeal be rejected, the matter will be considered closed and there will be no further right to appeal through the club. However, there is the right of appeal through Scottish Swimming as stated in the SASA constitutions and Byelaws.