

Dronfield Dolphins

Swimming Club



Affiliated to Midland District & Derbyshire A.S.A

Disciplinary & Grievance Procedure

The Disciplinary Procedure allows for more serious penalties to be applied progressively, where action has not been effective in producing the desired improvement. Dependant upon the seriousness of the complaint/offence, it may be necessary to miss stages.

In the most serious cases expulsion from the Club can be without prior warning. It should be noted that this would normally only apply in exceptional cases.

STAGE 1 - VERBAL WARNING

Where a members conduct does not meet acceptable standards or he / she commits a minor offence giving rise to disciplinary action, the Chair of the Club or his / her nominated representative will normally issue a formal verbal warning of which a written record will be kept.

The member, or parent/guardian if under 18, will be informed in writing of:-

- 1) The reason for the warning, the improvement required and the date when the warning expires.
- 2) That such action is taken under the first stage of the Disciplinary Procedure.
- 3) That action under Stage 2 of the Disciplinary Procedure will be considered if there is no satisfactory improvement or if further acts of misconduct occur.
- 4) His / Her rights of appeal as laid out by the ASA in the Current ASA Laws.

STAGE 2 - WRITTEN WARNING

In the case of more serious offences, or if a further offence occurs (whether of a similar or different nature) a written warning will be given to the Member by the Chair of the Club or his / her nominated representative. This will give reasons for the warning, the improvement required and the date when the warning expires. It will warn that action under Stage 3 of the Disciplinary Procedure will be considered if there is no satisfactory improvement or further acts of misconduct occur and will advise of His / Her rights of appeal as in 4) above.

STAGE 3 - EXPULSION

If conduct is still unsatisfactory and the Member still fails to reach the prescribed standards despite receiving a written warning, or if the Member has committed an act of gross misconduct, Expulsion from the Club will normally result. Only the Committee of the Club can make the decision to expel a member.

The member will be provided, as soon as reasonably practicable, with written reasons for expulsion, the date of expulsion and the rights of appeal as laid down in 4) above.

Each stage of the disciplinary procedure will be taken by the Committee and noted in its minutes so that an accurate record of events and decisions is maintained.

In the event that the disciplinary matter concerns a member of the Committee, the person concerned will be excluded from all discussions regarding the alleged offence.

Date: November 2007