[Insert Club logo here]

Guidance note: Swim England have created this Behaviour Policy template for Swim England affiliated clubs to amend and use in conjunction with implementing the Codes of Conduct. The information contained in this template is not club specific and therefore may not be suitable for all types. This can however be adapted to suit the club's needs. Please also refer to this policy on your Club Codes of Conduct. Those parts requiring the club to insert information and/or make a choice are indicated by red italic square brackets. E.g. [insert] or [delete as appropriate].

Once amended don't forget to delete this box!

[Insert Club name] Behaviour Policy

Guidance note: You may want to include a little introduction on the background of the club and why appropriate behaviour is important according to values and expectations.

Codes of Conduct

All members upon joining or at the time of membership renewal, will have agreed to the [insert club name] Codes of Conduct, which run through the expected behaviours of all members including athletes, volunteers, officials, parents as well as coaches and teachers. If you are considered to have breached the Club Codes of Conduct, this document is designed to guide you through the clubs internal disciplinary process to make sure that you are aware of how the codes of conduct are dealt with.

Guidance note: We recommend not changing the below as it is written according to the Swim England Judicial Regulations and Wavepower. However, you may want to add in more information about any other club process that is not already covered by this policy.

What this policy does not cover:

1. **Safeguarding and Welfare**. All members deserve the right to feel safe in our sport and it is important that all clubs adopt Wavepower, which is Swim England's safeguarding policy. If you have a safeguarding concern, then please email the clubs welfare officer by contacting [insert welfare officer/lead email here].
2. **A dispute or complaint between two or more club members**. This will follow the Club Complaints procedure (regulation 107). Please find more information here.
3. **Breach of the Swim England Handbook (including the Code of Ethics)**. This will follow Swim England's Judicial Complaint procedure (regulation 108). Please find more information here.
4. [Include any other internal club procedures here. This could also include but is not limited to: School or University policies, Operator or Council requirements].

[Insert Club logo here]

The Club disciplinary process

There will be [please amend according to number of stages as set out below] stages of the Club disciplinary process which will ensure a clear process in dealing with a breach of the Club Codes of Conduct and therefore all members know what to expect. This policy compliments the Club Codes of Conduct and therefore should be read in conjunction with them.

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Throughout all stages, those involved in the disciplinary action, have a right to complain via the Club Complaints route if either party are unhappy. More information can be found here: https://www.swimming.org/members/how-to-resolve-issues-with-your-club/.

The Club can issue a sanction for any breach of the Club codes of conduct at any stage. All sanctions must be time-bound and shared with all parties. Examples of a Club sanction include but are not limited to:

- Being removed for the remainder of the session.
- Having to complete additional educational training.
- Temporarily excluded from club competition selection.
- Temporarily excluded from club social activity.
- Temporarily excluded from all club activity.
- Issuing a written apology to those that the behaviour impacts.
- Being monitored at training sessions for a fixed period of time.
- Being issued with a performance review.

Guidance note Stage 0: You might want to consider:

- **The person issuing the Informal verbal warning should make a record of this.**
- **If the parent/guardian or individual concerned has raised an issue in regards to autism or any other additional need, then please see our Coaching Consultation form.**

Stage 0 – Informal verbal warning

Stage 0 will be an informal verbal warning and will involve a verbal request to modify behaviour from the coach, teacher, team manager or any other Club officer and will lead to a parent/guardian (if under 18) being informed.

Guidance note Stage 1: You might want to consider:

- **The severity, occurrence and repetitive nature of the behaviour.**
- **The Chair (unless conflicted) is usually responsible for going through the stages and any issues within the behaviour policy.**

[Insert Club logo here]

Stage 1 – Formal verbal warning

Stage 1 will be a formal verbal warning and will involve a meeting with the relevant Club officer, athlete and parent/guardian (if under 18). The meeting will be followed up by an email from the Chair confirming the agreed change in behaviour.

Stage 2 – Written warning

Stage 2 will be a written warning, issued following repeated poor behaviour and a blatant disregard to the Club Codes of Conduct. This may or may not be the same behaviour previously shown. A meeting will be called and include the relevant Club officer, athlete and parent/guardian (if under 18). The meeting will be followed up with formal correspondence from the Chair confirming the meeting discussion, the required change in behaviour and an outline of the consequence of any further breaches.

Stage 3 – Final written warning

Stage 3 is the final written warning, following a disregard of the agreements as outlined in stage 2. A meeting will be called and include the relevant Club officer, athlete and parent/guardian (if under 18) to discuss a behaviour contract being issued.

The meeting will be followed up with formal correspondence from the Chair confirming the meeting discussion, a copy of the behaviour contract agreed by all parties and an outline of the consequence of any further breaches.

Stage 4 - Further action including sanctions

As indicated by the Club Codes of Conduct and throughout this policy, continued breaches following the final written warning being issued, may result in your dismissal from the club.

Any dismissal will follow the formal club complaint process (regulation 107) involving the Club, athlete and parent / guardian (if under 18).