



## **Fauldhouse Penguins Disciplinary Procedure**

In the event that the behaviour of a swimmer, member of the coaching team or Management Group or a parent volunteer seriously contravenes the club codes of conduct, the following action will be taken:

- The President or a deputising club official will in the first instance give the person concerned a formal verbal warning
- 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 person 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 person will be excluded from the Club. The decision to exclude somebody from the Club will be communicated in writing.

Each stage of the disciplinary procedure will be taken by the Management Group 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 Management Group, the person concerned will be asked to leave the room during the discussion.

The person against whom the disciplinary action has been taken will have a right of appeal. The appeal must be made in writing and must arrive with the Club Secretary within 14 days of having received either a written warning or correspondence communicating a decision of exclusion. The Management Group will consider the appeal and will, at its discretion, 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.

### **Policy Statement issued by Management Group on behalf of Fauldhouse Penguins**