



# Hoylake ASC Behaviour Policy

At Hoylake Amateur Swim Club, we are committed to fostering a positive, safe, and respectful environment where all members, swimmers, coaches, volunteers, and parents can thrive. Our Behaviour Policy is designed to uphold the values of teamwork, discipline, and mutual respect, which are essential to personal and collective success in the pool and beyond. Whether you're training, competing, or supporting from the sidelines, your conduct plays a crucial role in creating a welcoming atmosphere for everyone.

This policy outlines the expectations for all involved with our club to ensure that the experiences of every participant remain enjoyable, inclusive, and conducive to growth. By adhering to these guidelines, we can build a swim club culture that not only promotes athletic excellence but also upholds the highest standards of sportsmanship, integrity, and community spirit.

## Codes of Conduct

All members (including all parents/guardians if the member is under 18 years old), upon joining or at the time of membership renewal, will have agreed to the Hoylake ASC 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 club's internal disciplinary process to make sure that you are aware of how the codes of conduct are dealt with.

## 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 club's welfare officer by contacting [welfare@hoylakesc.co.uk](mailto:welfare@hoylakesc.co.uk).
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. Specific rules set by gala organisers or pool operators which may vary from gala to gala.

## The Club disciplinary process

There will be 6 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.

## Stages

- Pre policy behaviour corrections
- Stage 0 – Informal verbal warning
- Stage 1 – Formal verbal warning
- Stage 2 - Written warning
- Stage 3 – Final written warning
- Stage 4 – Further action including sanctions

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.

In some instances, due to the severity of the incident, it may be appropriate to go straight to a final written warning or sanctions rather than commence at stage 0.

The welfare officer will be kept fully informed of any and all breaches to the behaviour contract and will keep full records of all investigations and outcomes until the matter is resolved or closed.

## Pre policy behaviour corrections

This stage is where, acting in the roles as coach, teacher, team manager or any other Club officer, an individual is asked to adjust their behaviour. In this instance, this will unlikely lead to a parent/guardian (if under 18) being informed as it is expected a reminder is sufficient for the member. This could include situations such as a team manager reminding swimmers not to leave the team area during a gala. This may be delivered as an admonishment, but in the first instance may not result in the disciplinary process.

## 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.

### **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).