

NEPEAN SYNCHRO SWIM CLUB



DISCIPLINE AND APPEAL POLICY

All members of Nepean Synchro Swimming club are expected to fulfil certain responsibilities and obligations, including complying with the Code of Conduct. This Code of Conduct identifies the standard for behaviour that is expected of all swimmers, and those who fail to meet this standard may be subject to the disciplinary procedures set out in this policy.

While it is the hope of the NSSC that all aspects of our program will operate without incident, should any issue of concern arise for a parent or a swimmer, the first point of contact is with the team coach for discussion and issue resolution, as soon as possible. It may be appropriate to exercise the "24 hour rule", whereby parents restrain from immediate reaction.

Parents may not address disciplinary concerns with a Coach during scheduled practice times. Parents must set up a meeting with the Coach and Head Coach to discuss consequences of the swimmers' actions outside of practice times. Only parties relevant to the specific situation will be advised of and/or included in any discussions. All meetings will be held at mutually convenient times and at discrete locations.

Minor Infractions

Minor Infractions are single incidents of misconduct that breach the Code of Conduct of Nepean Synchro but generally do not result in harm to others. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the individual involved. Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person having authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

Examples of minor infractions:

- Talking back to coaches
- Disregarding pool rules
- Absence for no reason

Disciplinary sanctions for minor infractions may include the following:

- Oral or written reprimand - Coach to report to Head Coach
- Oral or written apology - Coach to report to Head Coach
- Time out (5-10 minutes). Document and inform Head coach
- Ask the swimmer to leave the pool for the remainder of the practice, coach to notify the parents and Head Coach
- Any similar sanction considered appropriate for the offence.

All minor infraction should be communication in writing to Head Coach. In case of repeated infraction, after three failed attempts to correct the behavior, the swimmer will be subject to Major infractions guidelines.

Major Infractions

Major Infractions are instances of misconduct that violate the Code of Conduct of Nepean Synchro and which result, or have the potential to result, in harm to a swimmer or those around. Major infractions occurring within Nepean Synchro will be dealt immediately, if necessary, by the appropriate person having authority. The individual being disciplined will be told the nature of the infraction and will have an opportunity to provide information concerning the incident.

All major infractions will be documented and communicated to Head Coach and Executive committee members (Appendix 1 - Incident report form)

Examples of major infractions:

- Bullying or intimidation of others.
 - Social bullying is repeatedly hurting someone's reputation or relationships.
 - Verbal bullying is repeatedly saying or writing mean things to someone.
 - Physical bullying is hurting a person's body or possessions. Repeated incidents of disrespect, offensive, abusive behaviour toward others
 - Sport bullying is behaviour by one or multiple athletes in the team that is aggressive, repetitive, and creates an imbalance of power

- Activities or behaviors that interfere with Nepean Synchro practices or Competition events
- Deliberate disregard for the rules and regulations during competition events
- Any conduct that results in harm to the image, credibility or reputation of Nepean Synchro.
- Defacing or destruction of private or public property.
- Use of alcohol or illicit drugs

Disciplinary sanctions for major infractions may include the following:

FIRST INCIDENT	A verbal warning to the athlete from the Coach on duty, reported to the Head Coach following the incident. The Head Coach will notify Board Members and confirm specifics of the incident with the athlete's parents.
SECOND INCIDENT	A letter home and formal discussion with parents involving the Team Coach, Head Coach and a representative of the Board regarding the situation
FURTHER INCIDENTS	Replacement of the athlete within the team, moving to alternate status and/or dismissal (depending on the severity of the cause and with Board Approval)
ULTIMATE CONSEQUENCES	Dismissal from the team and Nepean Synchro Swim Club

Any disciplinary sanctions should commence immediately after the decision has been made. Failure to comply with a sanction as determined will result in an automatic suspension of Nepean Synchro membership until such time as the sanction is complied with.

Complaints Policy and Appeal Procedure

Synchro Ontario has established Discipline and Complaints Policy (Policy #: SSO 3-15). This policy is summarized below and is to be considered the official policy of the Nepean Synchro Swim Club.

Reporting a Complaint

Any Individual may report any complaint to the Board of the club. Such a complaint must be in writing and signed, and must be filed within fourteen (14) days of the alleged incident.

Anonymous complaints may be accepted at the sole discretion of the Board.

Case Manager

Upon receipt of a complaint, the Board will appoint a Case Manager to oversee management and administration of complaints submitted in accordance with this Policy. The Case Manager has an overall responsibility to implement this Policy in a timely manner.

The Case Manager will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.

- Minor infractions that result in discipline will be recorded and records will be maintained by the NSSC. Repeat minor infractions may result in further such incidents being considered a major infraction.
- Major infractions will be handled using the Procedure for Major Infractions Hearing as set out in this Policy.

This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this Policy.

Grounds for Appeal

An appeal will only be heard if there are sufficient grounds for appeal. Sufficient grounds include when the Respondent:

- a) Made a decision that it did not have authority or jurisdiction
- b) Failed to follow its own procedures
- c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views)

The appeal letter must be submitted within fourteen (14) days from the decision made. The Club President will decide whether there is a sufficient grounds for revisit the decision and sanctions. All decision made by the Club President will be binding and final.

INCIDENT REPORT

Name:	Position:
Location of Incident:	Date & Time of Incident:
This incident is a: _____ Minor infraction _____ Major infraction (check one)	
Individuals involved in the incident:	
Objective description of the incident (please be concise, accurate and non-judgmental):	
Contact information of the individuals who observed the incident:	
Disciplinary action that was taken (if applicable):	
Signature:	Date:
Signature of a Board member or Head Coach:	Date: