

APPENDIX E DISCIPLINARY CODE

Members of the Sandbach Sharks A.S.C (the Club) are not required to conform to a formal code of behaviour. However, every member of the Club is expected to follow the instructions and directions of the Club coaching staff and other officers of the Club and to behave at all times in a reasonable manner. An officer of the Club shall mean any member of the committee of the Club duly elected at the AGM. Where disciplinary action is considered appropriate, this may take any of the forms below:

- Lane coaches can give any reasonable instruction to any member or swimmer requiring the member or swimmer to modify their behaviour.
- The senior coach in charge of any of the Club sessions can suspend any member or swimmer from a session. Any such suspension shall be noted on the swimmer's record with the Club.
- The Club may through a notice from the Head Coach, suspend any swimmer for a specified period. Such suspension shall exclude the swimmer from all of the Club's sessions during the specified period. Any such suspension shall be noted on the swimmer's record with the Club. Such suspension shall usually include suspension from the Club's teams but the Head Coach shall have discretion, on a case by case basis, to allow gala team selection.
- Where a swimmer's or member's behaviour is considered to warrant such action the Club may, through a written notice signed by at least two officers of the Club, permanently exclude any member from the Club. Where a swimmer is excluded temporarily or permanently from the Club, fees for the month in which the suspension occurred shall neither be waived nor refunded. Nor shall any refund of Annual Membership or Individual ASA Registration be made.
- At all times every member or swimmer shall have the right to bring to the Club's attention any complaint which affects them and to appeal against any disciplinary action taken by the Club which affects them.
- The Club recognises that every member has a right to a fair hearing and will investigate any appeal to the fullest extent possible without incurring excessive cost.
- In respect of instructions given by the lane coaches, the right of appeal shall initially be to the senior coach in charge of the session.
- In relation to any action taken by the senior coach in charge of a session, the right of appeal shall initially be to the Head Coach.
- Where an appeal is against a decision of the Head Coach, the right of appeal shall initially be to the committee of the Club.
- An appeal to the committee of the Club is the highest level of appeal available within the structure of the Club.
- In any appeal to the committee, the appeal shall be heard by the Chairman, Vice Chairman and Welfare Officer or such members of the committee as shall be designated by majority vote at a committee meeting (known here as the appeals panel). An officer of the committee shall be precluded or exempted from the appeals panel for any reason that might prejudice a fair hearing. The Committee may, at its discretion, discuss the matter, issues and possible resolution with the parents or guardians concerned prior to the appeal hearing. Nothing within this disciplinary procedure shall prevent any member who is dissatisfied with the result of the Club's disciplinary actions from referring an appeal to the A.S.A. Nor shall this procedure limit an appeal by a parent or legal guardian on behalf of a member.