

Peace River Winter Swim Club

"Discipline & Complaints Policy"

Purpose:

To provide guidance for discipline and complaints to ensure the goal of the club to provide a safe and respectful swim environment is met. To provide steps necessary to make a complaint.

Policy:

Discipline

Swimmers

- Although the Coaches will have no choice but to deal with any initial disruption/discipline issues on deck as they occur, their first responsibility is to the safety and training of all swimmers in their charge at the time. Coaches will not be responsible for dealing with discipline issues beyond the initial incident. Similarly, the Peace Regional Pool Staff is not responsible for the discipline of swimmers or siblings within the facility during scheduled training. Non-swimmer siblings are to be supervised by a parent.
- Coaches can only be responsible for scheduled swimmers immediately in and around the pool area.
- Some swimmers could have a waiting period for as much as an hour between school and their scheduled pool time. Coaching and pool staff cannot be responsible for supervision of swimmers during this period. Swimmers may wait in the lobby area, and parents are encouraged to discuss with their children as to how to use this time constructively. i.e. homework.
- The Coach, at their discretion on an initial incident may choose to:
 - a) Take no further action as they feel this is an isolated incident.
 - b) Discuss the situation one-on-one with the parent(s).
 - c) Discuss the situation (in confidence) with the President of the club for follow-up with the parents.
- At the discretion of the Coach on a second occurrence, the swimmer may be asked to sit on deck until a parent can be reached. The Coach will provide details (in confidence) to the President or his or her board delegate for follow up with the parent(s).
- Due to the cold season in which we operate, at no time will a swimmer be allowed to leave the pool through a disciplinary action prior to the scheduled end of the training session without a parent or guardian.
- On second or subsequent occurrences, it will be the responsibility of the President or his or her board delegate to discuss the situation with the parent(s). All discussions are in confidence and should be focused on identifying solutions toward meeting the needs of both the swimmer and the club.

Coaches and other members

- The board, at their discretion on an initial incident may choose to:
 - a) Take no further action as they feel this is an isolated incident.

- b) Discuss the situation one-on-one with the party.
- c) Apply disciplinary action, as determined on a case by case basis.

Complaints

- Any member may report a complaint to any member of the Executive. This must be done in writing and signed. Anonymous complaints may be accepted at the sole discretion of the Executive.
- Upon receiving the complaint, the Executive will first see if it should be handled under the Dispute Resolution Policy. If not resolved using the Dispute Resolution Policy, the Executive can determine whether the complaint is frivolous and to be dismissed or legitimate and to be dealt with.

Penalties

- Penalties may include, but are not limited to the following:
 - a) Verbal or written reprimand from the board
 - b) Verbal or written apology from one Party to the other Party
 - c) Removal of certain privileges of membership for a designated period of time
 - d) Suspension from the current competition, activity, or event
 - e) Any other sanction considered appropriate for the offense
- Minor infractions that result in discipline will be recorded and records will be maintained by Peace River Winter Swim Club. Repeat minor infractions may result in further such incidents being considered a major infraction.

Decision

- After hearing the matter, the board will determine whether an infraction has occurred and, if so, the sanctions to be imposed. The Board's written decision, with reasons, will be distributed to all Parties. The decision will be considered a matter of public record unless decided otherwise by the board.

Criminal Convictions

- A Member's conviction for any of the following Criminal Code offenses will be deemed a major infraction under this Policy and will result in expulsion from Swim Alberta and/or removal from Swim Alberta competitions, programs, activities and events upon the sole discretion of Swim Alberta:
 - a) Any child pornography offences
 - b) Any sexual offences
 - c) Any offence of physical or psychological violence
 - d) Any offence of assault
 - e) Any offence involving trafficking of illegal drugs

Confidentiality

- The discipline and complaints process is confidential and involves only the Executive, the Parties related to the discipline or complaint, and any independent advisors. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to discipline or complaint to any person not involved.