



EDENBRIDGE PIRANHAS SWIMMING CLUB

COMPLAINTS AND DISCIPLINARY PROCEDURE

Edenbridge Piranhas Swimming Club Complaints and Disciplinary Procedures follow the ASA guidelines for the same. All complaints and disciplinary action will observe the following key principals:

1. All parties will be fairly treated.
2. The complainant has the opportunity to present their case.
3. The accused has the opportunity to respond.
4. The ASA Law conforms to the law of the land, in so much that and individual is innocent until proven guilty.

Any concerns of a child protection nature with regards to any individual involved in the sport of swimming which cannot be resolved by the Club's Child Protection Officer will be referred to the ASA Department of Legal Affairs, as laid out in ASA and the Edenbridge Piranhas Swimming Club's Child Protection Policy.

At Edenbridge Piranhas Swimming Club we recognise that, at times, disputes may arise between members of the club (swimmers/parents/coaches/committee) which cannot be resolved amicably by coaches and the following guidelines should help resolve any issues within the club before the matter becomes a formal complaint (ASA Judicial Law 105/106)

Please note that the club only has the power to legislate for a breach of its own rules (ASA Law 134). The club does not have the power to handle a dispute relating to a member of another club, or to deal with an offence against ASA Law

PROCEDURES

If there is an occasion when a problem such as, but not exclusively,

1. Disputes between members during training sessions / galas
2. Any type of bullying
3. Disputes between coaches and members during training sessions / galas
4. Disputes between coaches / committee members and parents

occurs, immediate action from the coach or a club officer (committee member) may be required. At this point they have power to invoke a temporary exclusion from that training session or from the club, and

they are then required to make a report to the club committee who will then observe the procedures below

On receipt of the dispute (either in writing or verbally) every effort will be made to resolve the matter by informal discussion between all parties and at least two members of the committee. If this fails or it is clearly necessary to discipline a member, then the club will set up a panel to deal with the matter.

1. The panel will consist of three people, one of whom will act as the chairman and one as a secretary. These people will not be directly involved in the dispute, and the club may want to ask individuals from outside the club to sit on the panel if it is deemed necessary.
2. The Chairman of the panel will notify both parties of the date, time and location of the hearing and the names of the panel members.
3. Both parties will be given copies of all necessary and available paperwork.
4. The hearing will take place within fourteen days of the receipt of the dispute, unless there are extenuating circumstances.
5. If either party is under eighteen years of age they have the right to be accompanied by a parent (or person with parental responsibility), or a coach to help them present their case.
6. Both parties will be allowed to bring up to two witnesses, who after questioning will take no further part in the hearing.
7. Notes will be made at the hearing, and the panel will announce any decision verbally as soon as possible, with written confirmation to follow within five days.

The panel has the ability to:

1. Issue a verbal or written warning/reprimand
2. Suspend a member for a specific period of time, with immediate effect
3. Require a member to resign if, in its opinion, the interests of the club and its members have been compromised by the member. If expulsion is proposed, the individual will cease to be a member of the club immediately. Such action may be subject to any overriding ASA Complaints Procedure.

If either party to the dispute is dissatisfied with the outcome, they are still entitled to make a complaint to the Judicial Administrator at ASA Head Office.