

# Chatham Pool Sharks

## Complaints and Discipline Policy

Section	Risk Management
Subject	Complaints and Discipline Policy
Authorized by	Board of Directors

### **DISCIPLINE POLICY**

Each swimmer should be aware that in the eyes of the public they do not only represent themselves but also the Chatham YMCA Pool Sharks. Every swimmer should note that the privilege of representing the Club is accompanied by the expectation of reasonable competitive effort and by complete responsibility for his/her behavior at all times on or off deck in accordance with reasonable standards of courtesy, respect and reliability, e.g. all the qualities of conduct normally designated by the term "good sportsmanship".

Conduct and discipline during workouts is a matter between coach and swimmer. It is the responsibility of the swimmer to act accordingly. Parents wanting clarification of the rules and discipline regarding their children during workouts are free to contact the Coach.

All unresolved grievance and complaints will be submitted in writing to the Board which has the responsibility to arrange meetings with those involved. Parents must be informed by the Coaches of their child's misconduct during practice/workouts. If their child has been asked to leave a workout, they will be informed promptly of the reasons for this action and the conditions of his/her return.

Coaches will keep track (in writing) of any behavior issues that may arise with swimmers during workouts. If issues persist with an individual, the following progressive discipline policy is in effect:

**STEP 1 - First Incident:** The coaches will give the swimmer a verbal reprimand and parents will be informed promptly of the incident.

**STEP 2 - Second Incident:** A meeting with the parents will take place and there will be a one week suspension from practice.

**STEP 3 - Third Incident:** The coaches will inform the Board of Directors and will meet with the swimmer and family to discuss the incident and behavior history, and the swimmer will be removed from the team with no refund of team fees.

In extreme situations, it may be deemed appropriate to invoke STEP 3 IMMEDIATELY.