

CHATHAM POOL SHARKS

COMPLAINTS AND DISCIPLINARY POLICY

Effective: November 2025

Approved by: 2025/2026 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. The privilege of representing the Club is always accompanied by the expectation of reasonable competitive effort and complete responsibility for their behaviour, on or off deck, in accordance with reasonable standards of courtesy, respect, reliability and good sportsmanship.

All swimmers are expected to treat coaches, teammates, officials, volunteers, parents, spectators and members of the public with respect. Behaviour that negatively affects the safety, well-being, reputation or ability of the team to operate effectively may be subject to disciplinary action.

COACHING AND WORKOUT-RELATED CONDUCT

Conduct and discipline during workouts is initially a matter between the coach and swimmer. It is the responsibility of the swimmer to act accordingly.

Parents/guardians seeking clarification regarding rules, expectations or discipline involving their child during workouts may contact the Coach.

Parents/guardians must be informed by the Coaches of significant misconduct involving their child during practice/workouts. If a swimmer is asked to leave a workout, the parent/guardian will be informed promptly of the reason for the action and any conditions regarding their return.

DOCUMENTATION OF BEHAVIOUR

Coaches will maintain written documentation of behaviour issues that arise with swimmers during workouts, competitions, team activities or other Club-related activities.

All documented behaviour incidents carry forward from one swim season to the next. A swimmer's behaviour history does not automatically reset at the beginning of a new season. Previous documented incidents may therefore be considered when determining appropriate progressive discipline.

Documentation may include, but is not limited to, incidents involving disrespectful or inappropriate conduct, repeated failure to follow team or coach directions, disruptive behaviour, poor sportsmanship, bullying, harassment, threats, unsafe conduct or behaviour that negatively impacts teammates, coaches, volunteers or the reputation of the Club.

PROGRESSIVE DISCIPLINE

When behaviour issues persist with an individual swimmer, the following progressive discipline process will generally apply:

STEP 1 — First Incident

The Coach will address the behaviour with the swimmer and provide a verbal reprimand or other appropriate corrective action. The parent/guardian will be informed promptly of the incident where appropriate, and the incident will be documented.

STEP 2 — Second Incident

A meeting with the swimmer and parent/guardian will take place to discuss the behaviour and expectations moving forward. Appropriate disciplinary action may include a temporary suspension from practice, competition or other team activities. The incident and outcome will be documented.

STEP 3 — Third Incident / Board Review

Upon a third documented incident, or where the behaviour is sufficiently serious to warrant Board involvement, the matter will be referred to the Board of Directors.

The Coaches will provide the Board with the relevant documented behaviour history. The Board may meet with the swimmer, parent/guardian, Coach and/or other individuals involved in order to understand the circumstances and determine an appropriate course of action.

Once an incident or behaviour history has reached the Board level, **a vote of the Board of Directors may be arranged to determine whether the swimmer's registration with the Chatham Pool Sharks will remain active.**

The Board may determine that registration:

- remains active with no further action;
- remains active with conditions or a behavioural agreement;
- is suspended for a specified period; or
- is terminated.

Any decision regarding a swimmer's registration will be based on the circumstances of the incident(s), the swimmer's documented behaviour history, the severity and frequency of the behaviour, previous disciplinary measures, and the impact of the behaviour on the team.

A decision to terminate registration will be made by the Board of Directors through a formal vote.

EXTREME OR SERIOUS INCIDENTS

In extreme or serious situations, it may be deemed appropriate to bypass the progressive steps and refer the matter directly to the Board of Directors.

Examples may include serious misconduct, threats, harassment, bullying, unsafe behaviour, significant disrespect toward coaches or teammates, or conduct that may reasonably bring the Club into disrepute.

In such circumstances, the Board may review the matter immediately and determine whether the swimmer's registration should remain active pending or following the Board's review.

BOARD RESPONSIBILITY

The Board of Directors has responsibility for reviewing unresolved grievances and complaints submitted in writing and for arranging meetings with those involved where appropriate.

The Board's role is to ensure that disciplinary decisions are fair, consistent and in the best interests of the Chatham Pool Sharks, its swimmers, coaches, volunteers and families.

The Board reserves the right to consider a swimmer's **complete documented behaviour history, including incidents from previous swim seasons**, when determining appropriate disciplinary action.

ACKNOWLEDGEMENT

Participation with the Chatham Pool Sharks is a privilege. Swimmers and their families are expected to understand and support the Club's expectations regarding respectful conduct, sportsmanship, accountability and teamwork.

This policy remains in effect for the **2026/2027 swim season** and applies to all swimmers participating in Chatham Pool Sharks activities, practices, competitions, team events and other Club-related activities. Complaints to be issues in writing to the Board of Directors; specifically the Parent Liaison & DRO.