

**Cascade Swim Club**  
**Disciplinary Procedure Document**

**Purpose:**

Members of the Cascade Swim Club (“Cascade” or the “club”) are expected to fulfill certain responsibilities and obligations including but not limited to abiding by Cascade policies, the Swimmer Code of Conduct and Parent Code of Conduct. As well, all members are to follow our by-laws, rules and regulations and refrain from conduct that adversely affects relationships and operations within the organization and is detrimental to the image and reputation of Cascade.

**Application:**

The Cascade Disciplinary Procedures document is a guide for our membership in terms of actions they can expect to be taken when an individual or group of individuals are required to be disciplined at or after a Cascade event, or through the ongoing operations and club activities. The Cascade Swimmer and Parent Code of Conduct outlines the club’s expectations of each member and potential discipline resulting from inappropriate behavior during any club related function including as it relates to possible cyber / social media and day to day personal interactions between club members.

**Policy Statement:**

Cascade takes a great deal of pride in the behavior and conduct of its members. When the code of conduct has been breached the disciplinary procedures in this document may be applied.

The Cascade Swimmer Code of Conduct and the Cascade Parent Code of Conduct outline the club’s expectations of each member and potential discipline resulting from inappropriate behavior during any club function or day to day operation and club activities. If an incident extends beyond or outside of a club function, complaints and grievances may still be reviewed under this policy at the discretion of the Director of Swimming, Club Manager and President (or Board of Directors designate).

Within the Swimmer Code of Conduct, infractions are defined as either minor or major infractions. Possible disciplinary actions for both minor and major infractions are also listed within this document. Please refer to these documents for further detail.

In the event that an incident occurs during a practice and /or a competition (away or in-town) involving a breach of the Cascade Code of Conduct for swimmers or parents, the proper operating procedure is the following:

1. Swimmer / Parent to be notified of the concern by the meet head coach in attendance. The coaches and staff will endeavor to determine the facts of the incident.

2. If deemed necessary, swimmer / parent to be put on report with the Director of Swimming and Club Manager as soon as possible by phone or email or if they are in attendance, in person. If dealing with a swimmer and the parents are in attendance at the event, they should be notified as well. If they are not, they should be phoned at the earliest convenient moment. The first step of any incident should include the notification of the parent.
3. Any disciplinary measures required immediately at a meet or event will be determined by the meet head coach. These actions will only cover the time frame of the competition.

In the case of a major infraction for a swimmer or when the disciplinary action being recommended leaves the scope of the event in which the action took place, consideration will be given to assigning a review by the Cascade Disciplinary Committee. Particularly if a third party opinion and / or investigation is prudent this committee will serve as the independent critic to reviewing such issues which may involve more significant disciplinary action. As such, any further discipline related to the incident will be determined by the Cascade Disciplinary Committee in consultation with the Director of Swimming, Club Manager and the President (or Board of Directors designate). In the event of alleged or actual criminal activity the Cascade Swim Club may refer the matter to the proper authorities. If the matter is referred over then the investigation of these authorities should be complete prior to Cascade formally addressing the issue.

Once the Disciplinary Committee has determined what, if any further disciplinary action will be required, that decision will be communicated to the Director of Swimming, Club Manager, President, the group coach, the swimmer and their parents by either (1) a face-to-face meeting, (2) a phone call or (3) in writing. The Director of Swimming, Club Manager and/or President (or Board designate) may also attend any required meetings.

In extreme circumstances where the meet Head Coach determines it necessary to send a swimmer home, this decision must be cleared with either the Director of Swimming or Club Manager prior to communicating that decision to the swimmer.

Any other issues not brought forward by the Director of Swimming, Club Manager, Coach or swimmer during regular club functions must be received following the Cascade Grievance Policy.

*November 2016*