

## Disciplinary Policy

### 1.1 Policy Summary

This is a policy to ensure that any issues of discipline within SLSGB can be dealt with promptly and fairly

### 1.2 Introduction

SLSGB has established a [Code of Conduct](#) which describes the standards of behaviour expected of its Regions, Affiliated Clubs and Individual Members in the spirit of lifesaving. All Regions, Affiliated Clubs and Individual Members of SLSGB are bound by the effect of their membership to observe the Code of Conduct and the rules of SLSGB set out in its Byelaws. Any Region, Affiliated Club or Individual Member who contravenes any section of the Code of Conduct or the Byelaws, or undertakes any action that is deemed to bring SLSGB into disrepute may be liable to disciplinary action which could ultimately result in expulsion from SLSGB.

### 1.3 Aims

The aim of this policy is to provide a robust framework to resolve disciplinary issues so that all issues are dealt with promptly, fairly and in compliance with SLSGB Byelaws, and that where necessary appropriate penalties are imposed that are commensurate with any offences that may have been committed.

### 1.4 Purpose and Scope

This policy covers all disciplinary issues relating to any Region, Affiliated Club, and individual member, of SLSGB. This policy does not cover disciplinary issues relating to staff

### Roles and Responsibilities

The Board of Trustees by its delegated representatives, the Chairman and two other Trustees, will establish a Disciplinary Committee which shall be empowered to deal with any disciplinary incident

### 1.5 Roles

**1.5.1** The Chairman of the Disciplinary Committee will be a member of the Board, but not hold office as the Chairman of SLSGB.

**1.5.2** The remaining members of the Disciplinary Committee will be appointed as required in 1.5 above to provide a level of expertise in the subject area concerning the disciplinary issue in question, i.e. if the issue in question relates to a Safeguarding incident, the Committee members should have a knowledge of this area. A minimum of 3 people, in addition to the Chairman should be appointed. The quorum for such disciplinary meetings shall be a minimum of three people, including the Chairman and at least two of the appointed members.

- 1.5.3** If any proposed member of the Disciplinary Committee that is to be appointed is involved in the disciplinary issue, or has any club-related or personal interest with any individual involved in the disciplinary issue, they will be replaced by another individual appointed to avoid any conflict of interest.

## **1.6 Procedures**

- 1.6.1** The original complaint(s) and any evidence (documentary or otherwise) must be sent to SLSGB's registered office within 21 days of the incidence. Investigations into complaints received outside of this timescale will only proceed at the discretion of the Chairman of the Board. The Safeguarding Case Management ~~Group~~ Team may also refer cases, at anytime, to be examined.
- 1.6.2** The Disciplinary Committee Chairman will examine any complaint made to consider if an investigation is required be any disciplinary meeting is held.
- 1.6.3** In certain matters where time is of the essence, such as a Safeguarding incident, it may be appropriate before a Disciplinary Committee is formed to establish a Case Management Team (CMT) to investigate the circumstances of a complaint so that if needed a fast response can be determined. The procedure to establish a CMT and its scope are set out in Bye Law 11.
- 1.6.4** If an investigation is considered necessary, the Committee Chairman may appoint a Case Management Team to conduct that investigation as soon as possible. and it will report to the Committee Chairman at the earliest opportunity to confirm whether disciplinary action is still necessary.
- 1.6.5** A person appointed by the Chairman will act as the administrator/ minute secretary to the disciplinary meeting and also to any subsequent appeals hearing. This person will not have voting rights.
- 1.6.6** Other than sending and presenting official information through proper channels, nobody should contact, approach or otherwise attempt to influence or intimidate any member of the disciplinary committee, appeals committee, witness or staff. Any breach of this rule may itself result in disciplinary action against the person(s) concerned.
- 1.6.7** The disciplinary meeting will call upon all evidence and witnesses and/or witness statements as may be reasonably available. Those present at the meeting will decide if further time and/or information is necessary before reaching a decision. A decision will, however, be reached as soon as practicable and all parties informed.

## **1.7 Penalties**

The decisions of the Disciplinary Committee are binding on all parties subject to the ability of the defendant(s) to appeal. The Committee may impose such penalties as it deems appropriate such as:

- A Warning
- A Reprimand
- Removal of a qualifying award i.e. coach/instructor/examiner
- Suspension from specified competitions, Teams or events
- Suspension from membership of SLSGB for a specified period of time
- Expulsion from SLSGB

- Conditions which the individual, Club or Region concerned must agree to action within a specified time order to maintain their membership/ affiliation to SLSGB

## **1.8 Appeals**

Any Region, Affiliated Club or Individual member who has had a disciplinary penalty imposed has a right of appeal. However, an appeal or appeals may only be made if:

- Procedures have not been followed correctly
- New evidence is available that could not be heard
- There is clear evidence of bias or involvement in the compliant/matter by an appointed member of the original disciplinary meeting

The appeals process is set out in the SLSGB Byelaws Section 11