

ENFIELD SWIMMING CLUB



HANDLING INTERNAL DISPUTES

From time to time disputes arise between Club officials, parents and swimmers and these can usually be resolved amicably between the individuals concerned. Occasionally it is also necessary to discipline swimmers for minor incidents of misbehaviour and this can also be done fairly by the Coach.

There may be occasions when a problem arises, where immediate action is required such as a temporary suspension or exclusion from a training session or from wider club activities. Coaches and officers have the power to invoke a temporary suspension. A report should then be made, immediately, to the Club officers who should follow the procedures in the relevant section of the rules.

The aim in dealing with disputes is to ensure:

1. All parties are treated fairly.
2. The Complainant has the opportunity to present the case.
3. The accused has the opportunity to respond.

Procedure

The panel will consist of three persons, one to act as Chairman. A Secretary may also be needed. The panel will consist of people not involved in the dispute and the Club may ask individuals from outside the Club to sit on the panel.

The Chairman will notify both parties of the date, time and place of the hearing and the names of the panel members. Both parties will be given copies of all the papers and every effort will be made to hold the hearing within 14 days of the receipt of the dispute.

If either party is under 18 years of age they will be advised of their right to be accompanied by a parent, carer, or other person with a parental responsibility.

The Meeting

The hearing should be as informal as possible but follow the procedure as stated:

- a) The complainant will present evidence first and the accused will have the right of reply.
- b) Both parties to the dispute are able to call witnesses, the complainant going first and each party should be allowed to question the other party's witnesses.
- c) Witnesses must wait outside the hearing room until they are called. After questioning they may wait in the hearing room, taking no further part in the proceedings.
- d) The Chairman or Secretary will make notes of the hearing and the panel will make every effort to announce their decision verbally to all the parties without delay followed by written confirmation to all parties within five days.

Powers of the Club

The powers of the Club regarding disciplinary action must not exceed those in ASA Judicial Laws, which can result in full suspension from Club activities for whatever period the panel shall decide, or in expulsion. The panel if it wishes can impose a lesser penalty such as a written or verbal reprimand.

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