

Cascade Swim Club
Disciplinary Committee Policy

Purpose:

This Policy is to support the Disciplinary Committee in its duties with guidelines and principles in adjudicating and recommending a course of action for disciplinary issues to which it is assigned. The Cascade Swim Club (“Cascade” or the “Club”) Disciplinary Committee will deal with matters brought forward by the Director of Swimming, Club Manager and / or a Member of the Board of Directors regarding serious breaches of the Cascade Swimmer Code of Conduct and the Cascade Parent Code of Conduct.

Application:

When a formal complaint is brought forward to the Club Manager, Director of Swimming or the Club President, this committee can be initiated to deal with the issue. This policy applies to the individuals appointed to the Disciplinary Committee with the intent to support the principles and guidelines of Cascade.

Responsibilities, Guideline and Procedures:

It is the intent that this committee be comprised of one Cascade board member who will act as chair of this committee, one current coach and a current parent member in good standing as appointed by the Cascade Board of Directors.

The appointment of a board member and coach will be determined by the Board of Directors. The appointment of these individuals will take into account the issue at hand to minimize or remove any potential conflict of interest.

At the start of the season, the Cascade Board of Directors will assign five (5) potential parent members to be assigned to this committee. When a disciplinary issue is brought forward, a parent will be selected from this list. Suitability will be determined by the Board of Directors at the time of the disciplinary review. The appointment of these individuals will take into account the issue at hand to minimize or remove any potential conflict of interest.

The Cascade Disciplinary Committee is to be familiar with all of the Cascade policies and codes of conduct as they pertain to the role of the committee. Prior to commencement of the review, a confidentiality document must be signed by the individuals to protect the committee members and associated parties involved in the complaint.

All matters referred to the Disciplinary Committee where a known serious criminal offence has taken place are to be referred to the appropriate law enforcement agencies. If an investigation ensues from another enforcement agency, the Disciplinary Committee will wait until those findings are complete before completing its own recommendations.

It should be the intent of the committee to complete its investigation into the issue in a timely manner and forward clear recommendations to the Board of Directors related to any appropriate disciplinary actions, club improvements or board improvements to address the issue and minimize the potential for any future incidents of a similar nature. Recommendations should have appropriate timelines attached for their implementation and action that are reasonable with the intent of a quick resolution.

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