

# **Croydon Borough Swimming Association**

(Affiliated to Swim England London)

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## **BEHAVIOUR POLICY** **ISSUE 01 – SEPTEMBER 2025**

Good behaviour is essential to the efficient and fair running of CBSA events and to the safety and wellbeing of all participants (competitors and volunteers). Our members are the clubs situated within the Borough of Croydon and these clubs are primarily responsible for the conduct of their individual members (swimmers, coaches, team managers, and officials) when attending a CBSA event. This is set out in our Promoters Conditions which each club signs up to when entering an event.

This policy explains how the CBSA will deal with any concerns about behaviour that are related specifically to a CBSA event (before, during or after). If it is necessary for the safe and efficient running of the event, the CBSA may issue a verbal warning to an individual at the time however, it will be the club to which the individual belongs that will manage the disciplinary process in accordance with its own policy and codes of conduct.

### **CODES OF CONDUCT**

All members of the CBSA are members of a swimming club based in Croydon and will have agreed to their own club's Codes of Conduct, which run through the expected behaviours of all members including athletes, volunteers, officials, parents as well as coaches and teachers.

If, when participating in a Borough event, your behaviour is considered to be in breach of Swim England's model Codes of Conduct, the matter will be referred by the CBSA to your own club.

This document is designed to guide you through the club's internal disciplinary process to make sure that you are aware of how the codes of conduct are dealt with.

### **WHAT THIS POLICY DOES NOT COVER:**

1. **Safeguarding and Welfare.** All members deserve the right to feel safe in our sport. The CBSA has adopted Wavepower, which is Swim England's safeguarding policy. If you have a safeguarding concern in relation to a Borough event, then please email the Surrey County welfare officer by contacting [welfare@surreyswimming.org](mailto:welfare@surreyswimming.org). The CBSA does not have its own Welfare Officer
2. **A dispute or complaint between two or more CBSA members.** This will follow the Club Complaints procedure (regulation 107). Please find more information on the Swim England website.
3. **Breach of the Swim England Handbook (including the Code of Ethics).** This will follow Swim England's Judicial Complaint procedure (regulation 108).

## **THE DISCIPLINARY PROCESS**

The contents table below shows the typical stages of a Club disciplinary process for dealing with a breach of the Club Codes of Conduct and is set out here, so all members know what to expect.

This policy should be read in conjunction with the Club Behaviour Policy and Club Codes of Conduct.

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Throughout all stages, those involved in the disciplinary action, have a right to complain via the Club Complaints route if either party are unhappy. More information can be found here:

<https://www.swimming.org/members/how-to-resolve-issues-with-your-club/>.

A Club can issue a sanction for any breach of the Club codes of conduct at any stage. All sanctions must be time-bound and shared with all parties. Examples of a Club sanction include but are not limited to:

- Being removed for the remainder of the session.
- Having to complete additional educational training.
- Temporarily excluded from club competition selection.
- Temporarily excluded from club social activity.
- Temporarily excluded from all club activity.
- Issuing a written apology to those that the behaviour impacts.
- Being monitored at training sessions for a fixed period of time.
- Being issued with a performance review.

### **STAGE 0 – INFORMAL VERBAL WARNING**

Stage 0 will be an informal verbal warning. This will involve a verbal request to modify behaviour from the referee, promotor, or field of play manager of the Borough event. The person issuing the informal verbal warning should make a record of this and inform the club coach, teacher or team manager with a request that the matter be considered within the context of the club’s own behaviour policy and codes of conduct and that the parent/guardian (if under 18) be informed.

### **STAGE 1 – FORMAL VERBAL WARNING**

Stage 1 will be a formal verbal warning and will involve the promoter of the Borough event notifying by email the Chairman of the relevant club asking them to meet with the relevant members of their club (official, team manager, coach, athlete and parent/guardian (if under 18)) in the context of the reported behaviour and the club’s own codes of conduct. The meeting will be followed up by an email from the Club Chair confirming the agreed change in behaviour. The Chair of the club will confirm to the CBSA by email that action has been taken.

## **STAGE 2 – WRITTEN WARNING**

Stage 2 will be a written warning, issued following repeated poor behaviour and a blatant disregard to the Club Codes of Conduct notified to the Club Chair by the promotor of a CBSA event. This may or may not be the same behaviour previously shown. A meeting will be called by the Chair of the club and include the relevant Club officer, athlete, and parent/guardian (if under 18). The meeting will be followed up with formal correspondence from the Club Chair confirming the meeting discussion, the required change in behaviour and an outline of the consequence of any further breaches. The Chair of the club will confirm to the CBSA in formal correspondence what action has been taken.

## **STAGE 3 – FINAL WRITTEN WARNING**

Stage 3 is the final written warning, following a disregard of the agreements as outlined in stage 2 notified to the Club Chair by the promotor of a CBSA event. A meeting will be called and include the relevant Club officer, athlete, and parent/guardian (if under 18) to discuss a behaviour contract being issued. The meeting will be followed up with formal correspondence from the Club Chair confirming the meeting discussion, a copy of the behaviour contract agreed by all parties and an outline of the consequence of any further breaches. The behaviour contract will be shared also with the CBSA.

## **STAGE 4 - FURTHER ACTION INCLUDING SANCTIONS**

As indicated by the Club Codes of Conduct and throughout this policy, continued breaches following the final written warning being issued, may result in dismissal from the club. Any dismissal will follow the formal [club complaint process](#) (regulation 107) involving the Club, athlete and parent / guardian (if under 18).

If a club should fail to use its disciplinary process when requested to do so by the CBSA, or, if continued breaches occur following a final written warning, then the CBSA may move to dismiss the club from its membership or make a formal complaint to Swim England, or both.