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**DISCIPLINE POLICY**

All gymnasts/members and their parents/guardians, relatives and siblings and visitors, are expected to abide by the appropriate Code of Conduct of the Club.

**Disruptive, discriminatory or threatening behaviour of any kind, including bullying, name calling, belittling, persistent nastiness or rudeness is unacceptable in our Club and will not be tolerated.**

**West Hull Gymnastics Club** operates a strict 3 strikes policy:

**1.** Any gymnast, parent/guardian or relative attending the Club, who fails to abide by the standards of behaviour in the relevant Code of Conduct, or other Club policy, will receive a **verbal warning** given by the Coach in charge at the time or the Club’s Welfare Officer.

**2.** If the behaviour continues a **written warning** will be issued by the Management Committee to the person and their parent/guardian if they are under 18 years old.

**3.** If the written warning has no effect, the person will be **suspended or expelled** from the Club, at the discretion of the Management Committee.

**An appeal** against a suspension or expulsion must be made in writing within 21 days of its issue and should be addressed to the Chair or Welfare Officer of the Club.

**DISCIPLINE POLICY PROCEDURE**

**1. Verbal warning.**

* An incident form must be completed by the Coach in charge at the time or the Welfare Officer and lodged with the Club Secretary.
* The warning should be given by the Coach in charge or the Welfare Officer, whenever possible in the presence of another Coach or Club Official or adult volunteer.
* The individual or parent/guardian of an under 18 year old person, must be advised that it is a verbal warning and be reminded of the Club’s 3 strikes Discipline Policy.

**2. Written Warning.**

* In the event of non-compliance with the verbal warning, a written warning from the Club’s Management Committee will be issued.
* The warning letter will be addressed to the parent/guardian of any under 18 year old, or to the adult member, and will be signed on behalf of the Management Committee. It will be posted to their home address or emailed to their given email and a copy kept on file.
* The written warning must state that that is what it is and state that the person will be suspended or expelled if their behaviour persists.

**3. Suspension or expulsion**

* If the behaviour still continues the member will be suspended with immediate effect whilst the Management Committee decides on appropriate action: a term of suspension from all Club activities or expulsion from the Club.
* A suspension/expulsion letter will be addressed to the individual or their parent/guardian if they are under 18 years, and signed on behalf of the Management Committee.
* It will be posted to their home address, or emailed, and a copy kept on file.

**Appeals**

* The individual, or their parents/guardians on behalf of under 18s, has the right to appeal the Management Committee’s decision.
* The appeal must be made within 21 days of the recording of the suspension/expulsion and should be addressed to the Chair or Welfare Officer of the Club.
* The Management Committee must convene a meeting (virtual or physical) within 7 days to consider the appeal and issue its decision.
* The decision will be issued within 7 days of the Management Committee meeting, will be given in writing and posted to the appellant’s home address, or emailed. A copy will be kept on file.
* The decision will be final.

**Review**

Last review: 22/08/2024

Due for review: August 2025