

British Universities Lifesaving Clubs' Association

Disciplinary Policy
Version 1.3

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British Universities Lifesaving Clubs Association

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1.0 Contents

1. Contents.....	2
2. Introduction and aim of this policy.....	2
3. Code of Conduct for Clubs.....	3
4. Code of conduct for individuals.....	3
5. Procedure for reporting an incident.....	4
6. Sanctions available for implementation by BULSCA.....	4
7. Sanctions against individuals.....	5
8. Procedure for dealing with a disciplinary incident.....	6
9. Appeals Procedure.....	6
10. Roles of Committee Members.....	7
Appendix 1- Summary policy for clubs.....	8
Appendix 2- Summary chart for BULSCA committee.....	10

2.0 Introduction and Aim of this Policy

- 2.1 BULSCA aims to promote lifesaving within UK Universities, and build stronger links to external organisations concerned with lifesaving. To do this it is vital that BULSCA clubs and individuals behave in a way that do not bring the organisation or the universities it represents into disrepute.
- 2.2 This policy is being introduced after a number of disciplinary incidents at BULSCA lifesaving competitions. It is hoped this policy will never have to be put into action, but it is important that should an issue arise, it is dealt with fairly and competently.
- 2.3 This policy serves to clarify the role of BULSCA in a disciplinary situation, and inform clubs of the procedures to be taken should such a situation arise.
- 2.4 This policy is not intended to replace competition rules, and minor offences committed during competition events are subject to the usual competition rules. The policy should be read in conjunction with the Fair Play Code for University Lifesaving, detailed in section 1.1 of the BULSCA competition manual, available on www.bulzca.co.uk. Any offence unable to be dealt with under the auspices of the competition manual will be dealt with under the disciplinary policy. Similarly, competition officials may refer any incident to the disciplinary policy.
- 2.5 This policy will always be carried out for the purposes of maintaining the aims of BULSCA and the spirit of lifesaving sport, and never for the purposes of making an example of a club, or implementing unjustifiable punishments.
- 2.6 Codes of Conduct will apply at all BULSCA competitions, where a lifesaving club is present at a different university, BULSCA organised courses or events, or at any other time when the BULSCA committee feels that BULSCA has a vested interest.
- 2.7 The policy is designed for clubs to take accountability for their members. In general, any sanctions implemented as per section 6 will act against a club as a whole, not against the individual responsible for infringement of the code of conduct detailed in section 4. This excludes certain circumstances as described in section 7.



- 2.8 Clubs and individuals will always have the right to appeal against any sanction implemented against them. Procedures for this are detailed in section 9.

3.0 Code of conduct for clubs

- 3.1 This is not an exhaustive list, and any activity judged serious enough by the BULSCA committee to amount to misconduct will be treated as such. The BULSCA chair has final say on disciplinary matters.
- 3.2 Clubs will not tolerate or encourage behaviour that brings BULSCA, universities, or the sport of lifesaving into disrepute.
- 3.3 Clubs will not participate in organised cheating at BULSCA competitions.
- 3.4 Clubs will ensure that their members comply with BULSCA's code of conduct for individuals, and will take responsibility for any breach by club members.
- 3.5 Clubs will ensure any grievances with the BULSCA committee, other BULSCA clubs, or officials are raised through the appropriate channels.
- 3.6 Clubs will ensure any money owed to BULSCA is paid on time, unless written permission has been given by the BULSCA treasurer. If this is breached, the BULSCA treasurer will inform the secretary, and the secretary will initiate disciplinary proceedings.
- 3.7 Clubs will ensure they have their own disciplinary procedure in place to deal with any breach of the code of conduct by their members as described in section 3.4 and section 4.
- 3.8 Clubs will ensure that any BULSCA directives or policies are complied with by club members.
- 3.9 Clubs will not tolerate any form of initiation ceremony or ritual for new members.
- 3.10 Clubs will comply with any policy or directive implemented by BULSCA after agreement at a BULSCA general meeting.
- 3.11 Clubs will ensure compliance with the RLSS child protection policy.

4.0 Code of Conduct for Individuals

- 4.1 This code of conduct is not exhaustive. Any behaviour or activity that the BULSCA committee feels amounts to misconduct shall be treated as such. The BULSCA chair has final say in disciplinary matters.
- 4.2 The term individuals will include participants, spectators, officials and helpers that are part of a lifesaving club, old boys or those working directly on behalf of BULSCA.
- 4.3 Individuals will not cause damage to property or belongings of others.
- 4.4 Individuals will not wilfully attack others physically or verbally.



- 4.5 Individuals will not make unreasonable or excessive derogatory comments, remarks or signs to any other competitor, official or member of the BULSCA committee.
- 4.6 Individuals will not unacceptably ridicule others verbally, physically or by electronic means such as text message, email or social networking site.
- 4.7 Individuals will not participate in cheating during competitions.
- 4.8 Individuals will not wilfully fail to comply with BULSCA policies.
- 4.9 Individuals will not unacceptably misuse equipment owned by BULSCA or any of its constituent clubs.
- 4.10 Individuals will not act in a way that excessively endangers the health or safety of themselves or others during BULSCA events.
- 4.11 Individuals will not wilfully withhold information relating to any disciplinary offence under investigation or likely to be under investigation by BULSCA.
- 4.12 Individuals will not take or supply illegal drugs during BULSCA related activities.
- 4.13 Individuals will comply with the RLSS child protection procedure at all times.

5.0 Procedure for reporting an incident

- 5.1 Anyone wishing to report a breach of the codes of conduct in sections 4 and 5 should do so by following this procedure. For lifesaving club members, incidents should usually be reported via the club captain/president or equivalent, who should follow this procedure.
- 5.2 Incidents should be reported directly to the BULSCA secretary via Email (secretary@bulzca.co.uk).
- 5.3 The BULSCA secretary will send an acknowledgement email within 2 working days.
- 5.4 The BULSCA secretary will also send an email to the club(s) subject to investigation within 2 working days, detailing the alleged incident and the name and role of the investigating officer. Confidentiality will be maintained for the person reporting the incident.
- 5.5 Should an accusation be made about the BULSCA secretary, or should the BULSCA secretary have conflicting interests within an incident, the BULSCA chair should be emailed (chair@bulzca.co.uk).

6.0 Sanctions available for implementation by BULSCA

- 6.1 Should an incident be deemed serious enough, the BULSCA chair may impose one of a number of sanctions against the offending club (or club that offending person is part of). Sanctions listed below are in order of severity.
- 6.2 **No Further action**
The complaint is unfounded, or unworthy of a sanction.



6.3 ***Informal verbal warning***

For extremely minor offences, the BULSCA chair may speak to the club captain informally, to let them know that BULSCA is unhappy with their club's part in an incident, and that it should not happen again.

6.4 ***Formal written warning***

A letter will be sent to the offending club, detailing the reason for the warning, and informing of any future action to be taken should an additional incident occur. A copy of this letter will be kept on record, except in the case of a successful appeal.

6.5 ***Docking of points accrued in BULSCA league***

For relatively minor offences but where a warning is not thought to be sufficient. Points will be docked from the current season's league by the secretary, after considering recommendations by the investigating officer.

6.6 ***Suspension from competition(s)***

For serious or persistent offences by a club. The club will lose its eligibility to enter either one or two BULSCA league competitions. The number of competitions' suspension will be at the discretion of the BULSCA secretary, under the recommendation of the investigating officer as detailed in section 7. The competitions that the club is suspended for will be the next ones in the league calendar. In the event that an appeal process is not completed by the next competition, the suspension will stand for subsequent competitions instead.

6.7 ***Suspension from all BULSCA events***

The club will be suspended from all BULSCA events, not limited to competitions, for a specified time, not exceeding six months.

6.8 ***Suspension for a season***

This sanction will only be implemented for multiple major breaches of codes of conduct. The club will be unable to participate in competitions or other BULSCA events (excluding meetings) for the rest of the season, and any points accrued so far in the BULSCA league will be negated. Should the sanction be implemented after the penultimate competition of the season, the sanction will stand for the following season, the club will be ineligible for the final competition of the season, but points accrued will remain. The club will still be eligible for a vote at BULSCA meetings.

6.9 ***Termination of BULSCA membership***

This is the most serious of all sanctions, and will only be recommended in extreme cases, after being voted for by at least 5 members of the BULSCA committee at an emergency meeting. It can only be implemented if suspension from competitions in section 6.4 has already been tried and further serious offences have been committed, and if suspension for a season in section 6.5 is not thought to be effective for BULSCA's aims to remain intact. The BULSCA membership will be terminated effective immediately (subject to appeal procedures). Application for re-admission to BULSCA will only be considered after a date set by the BULSCA committee, which will not exceed 2 years. The club may not



enter BULSCA league competitions, or participate in BULSCA meetings after the termination of membership.

7.0 Sanctions against individuals

- 7.1 Whilst the disciplinary policy is mainly concerned with clubs rather than individuals, it is felt that under certain circumstances, sanctions in section 6 may have to be implemented against an individual.
- 7.2 This section also applies to actions taken against BULSCA participants who are not members of a university lifesaving club, for example officials, visiting coaches, old boys etc.
- 7.3 Sanctions against an individual will be at the discretion of the BULSCA secretary.
- 7.4 Sanctions will be imposed against an individual if the club had no way of preventing the individual's actions, and where a club has attempted to resolve the matter internally with the individual.
- 7.5 Examples of the circumstances where individual sanctions could be issued include violence, vandalism etc.



8.0 Procedure for dealing with a disciplinary incident

- 8.1 On receipt of notification of an incident, the BULSCA secretary will nominate an investigating officer, who will either be the BULSCA Club Development Officer or BULSCA Sports Development Officer.
- 8.2 The investigating officer will take statements from all parties concerned, and will then make a report to the secretary with details of the incident and recommendations of what action to take.
- 8.3 The secretary will have the final decision as to which sanction is implemented; however this will usually be the same as the recommendation by the investigating officer except in unusual circumstances.
- 8.4 The club under investigation will be notified of the outcome within 10 working days of the email informing them of an investigation. This notification will take the form of an Email from the BULSCA secretary.
- 8.5 Should the investigation take longer than 10 working days, an email will be sent to the club under investigation, informing them that investigation is still under way, and an estimated date to receive an outcome. This date will be no more than another 10 working days later.
- 8.6 The BULSCA chair will be kept informed of progress of the investigation. The chair will not be involved in the initial investigation because of the chair's role in the appeals process.
- 8.7 Should the secretary be unavailable during the disciplinary process, the club development officer and sport development officer will work together to come to an outcome, under guidance and approval from the BULSCA chair.

9.0 Appeals Procedure

- 9.1 A club may appeal against any decision or sanction within 5 working days of notification of the outcome of an investigation, by email to the BULSCA chair (chair@bulsca.co.uk). The email should contain reasons for appeal, along with any evidence available.
- 9.2 The chair will forward the appeal on to the BULSCA treasurer, who will review the evidence, take statements if necessary, and report back to the chair with recommendations on whether the decision or sanction should be amended.
- 9.3 The chair will make a final decision based on recommendations from the treasurer. The outcome will be notified to the appealing club within 10 working days of the appeal being lodged.
- 9.4 The chair's decision is always final.
- 9.5 There will be no further right of appeal.



- 9.6 Should the chair be unavailable during the appeals process, the treasurer will take the place of the chair, and the member of the disciplinary group not involved in the investigation up to this point will take the place of the treasurer.
- 9.7 Should the treasurer be unavailable during the appeals process, the member of the disciplinary group not involved in the investigation up to this point will take the place of the treasurer.



10.0 Roles of committee members

- 10.1 BULSCA Chair: chairs the appeals group. This ensures that the BULSCA chair has final say on disciplinary matters.
- 10.2 BULSCA secretary: chairs the disciplinary group. This ensures that the BULSCA chair is not involved in both the initial investigation and the appeals process.
- 10.3 BULSCA treasurer: investigating officer for the appeals group.
- 10.4 BULSCA club development officer and sports development officer: investigating officers for the disciplinary group.



Appendix 1

Disciplinary Policy Summary for BULSCA Member Clubs

Aim

The Disciplinary policy exists to ensure a fair, transparent way of dealing with disciplinary incidents at BULSCA events. The full policy is available for download from www.bulzca.co.uk. The policy will be used in the spirit of lifesaving sport, to safeguard the aims and ethos of BULSCA. Clubs are expected to take responsibility for their members, so sanctions imposed by BULSCA will usually be against clubs and not individuals, however individual sanctions may be used in certain cases.

Code of Conduct for Clubs

Clubs are expected to comply with the following. It is not an exhaustive list, and the BULSCA committee may decide additional offences warrant disciplinary action:

1. This is not an exhaustive list, and any activity judged serious enough by the BULSCA committee to amount to misconduct will be treated as such. The BULSCA chair has final say on disciplinary matters.
2. Clubs will not tolerate or encourage behaviour that brings BULSCA, universities, or the sport of lifesaving into disrepute.
3. Clubs will not participate in organised cheating at BULSCA competitions.
4. Clubs will ensure that their members comply with BULSCA's code of conduct for individuals, and will take responsibility for any breach by club members.
5. Clubs will ensure any grievances with the BULSCA committee, other BULSCA clubs, or officials are raised through the appropriate channels.
6. Clubs will ensure any money owed to BULSCA is paid on time, unless written permission has been given by the BULSCA treasurer. If this is breached, the BULSCA treasurer will inform the secretary, and the secretary will initiate disciplinary proceedings.
7. Clubs will ensure they have their own disciplinary procedure in place to deal with any breach of the code of conduct by their members as described in section 3.4 and section 4.
8. Clubs will ensure that any BULSCA directives or policies are complied with by club members.
9. Clubs will not tolerate any form of initiation ceremony or ritual for new members.
10. Clubs will comply with any policy or directive implemented by BULSCA after agreement at a BULSCA general meeting.
11. Clubs will ensure compliance with the RLSS child protection policy.

Code of Conduct for Individuals

Individuals are expected to comply with the following. Again, it's not an exhaustive list. Clubs are expected to take responsibility for their members complying with these rules:



1. This code of conduct is not exhaustive. Any behaviour or activity that the BULSCA committee feels amounts to misconduct shall be treated as such. The BULSCA chair has final say in disciplinary matters.
2. The term individuals will include participants, spectators, officials and helpers that are part of a lifesaving club, old boys or those working directly on behalf of BULSCA.
3. Individuals will not cause damage to property or belongings of others.
4. Individuals will not wilfully attack others physically or verbally.
5. Individuals will not make unreasonable or excessive derogatory comments, remarks or signs to any other competitor, official or member of the BULSCA committee.
6. Individuals will not unacceptably ridicule others verbally, physically or by electronic means such as text message, email or social networking site.
7. Individuals will not participate in cheating during competitions.
8. Individuals will not wilfully fail to comply with BULSCA policies.
9. Individuals will not unacceptably misuse equipment owned by BULSCA or any of its constituent clubs.
10. Individuals will not act in a way that excessively endangers the health or safety of themselves or others during BULSCA events.
11. Individuals will not wilfully withhold information relating to any disciplinary offence under investigation or likely to be under investigation by BULSCA.
12. Individuals will not take or supply illegal drugs during BULSCA related activities.
13. Individuals will comply with the RLSS child protection procedure at all times.

How to report an incident

Email secretary@bulsca.co.uk as soon as possible. You can expect an acknowledgement within 2 working days. If the BULSCA secretary is implicated, email the BULSCA chair chair@bulsca.co.uk. Your confidentiality will be maintained.

If your club or one of its members is accused of an offence

The BULSCA secretary will appoint a committee member to investigate. You will be informed within 2 working days of the accusation if an investigation is to take place. You will usually be informed of the outcome within a further 10 working days by the BULSCA secretary. The outcome could be a sanction, or the complaint could be dropped. You may appeal to the BULSCA chair by email within 5 working days of the outcome. The BULSCA treasurer will investigate, and make recommendations to the BULSCA chair. The appeal process will take up to 10 working days, when you will be notified of the final outcome by the BULSCA chair.

Sanctions

The following actions are available to the BULSCA secretary:



1. Informal verbal warning.
2. Formal written warning.
3. Docking of points in the BULSCA league.
4. Suspension from one or two competitions.
5. Suspension from all BULSCA events, not limited to competitions.
6. Suspension for an entire season.
7. Termination of BULSCA membership.

The sanction will always be the minimum necessary to safeguard the reputation, ethos and aims of BULSCA.

Appendix 2

Summary chart for BULSCA committee members

	Appeals Group		Disciplinary Group	
	BULSCA Chair	BULSCA Treasurer	BULSCA Secretary	Club/Sport Dev. Officers
Day 0			-Receives notification of incident	
Day 2			-Deadline for acknowledgement of notification of incident, and notification to accused club -Nominate Investigating officer	-Nominated as investigating officer by secretary.
Day 3-11				-Investigates Incident -Makes report to secretary.
Day 12			-Deadline for notifying club of outcome OR outcome pending if extension required*	
Day 17	-Final day for appeal to be received if no extension -notifies treasurer -If no appeal received, effects sanctions	-Asked to investigate appeal by Chair		
Day 18-26		-Investigates incident -Makes report to chair		
Day 27	-Notifies accused club of action to be taken -Sanctions effective from this day if appeals process used			

*In the event of an extension to the investigation period being required, subsequent action may be put back by a maximum of 10 days