

## **Excel Athlete Disciplinary Procedure.**

Excel Race Academy recognises the responsibility to provide a safe, and secure environment for everyone to participate in Snowsport activities, whether this is as a child or adult learning the sport, a coach, instructor, committee member, parent, or anyone else involved in our club.

To ensure Excel continues to provide the above environment, we have set out the below procedure.

In cases of Misconduct\*, Excel will carry out a “verbal, written, consequence” procedure.

In cases of Gross Misconduct\*\* Excel will carry out the following athlete disciplinary procedure;

1 – Contact with parents.

- Informing the parents of the current situation and that you will be looking into what has happened in more detail as soon as possible.

2 - Establishing the Facts with the athlete in question & others involved in any incidents.

- To be carried out (where possible) by the club Head Coach with a CWO also present.
- The aim is to establish what has happened, how it has happened and with whom it has happened.
- Written documentation of any meetings will be recorded.

3 – Consequences

- Does the consequence fit the crime?
- Report to SSE Safeguarding & Welfare officer where appropriate.
- Where expulsion from the program is likely, communicate with parents prior to athlete.
- If emails are to be sent to the full membership, use BCC.
- Athletes under the age of 18 are not to be named on emails to the membership.

\*Misconduct could refer to but is not limited to: minor breaches of code of conduct, incidents that do not cause harm (of any kind) to oneself or another athlete.

\*\*Gross Misconduct could refer to but is not limited to: Endangering oneself or those around you, repeated breaches of code of conduct.