

Excel Race Academy Disciplinary Policy

Last Reviewed: January 2026

Next Review: January 2027

Misconduct

This includes, but is not limited to:

- Minor breaches of the Code of Conduct
- Incidents that do not cause harm to oneself or another athlete

Any minor misdemeanours and general misbehaviour will be addressed by the coach or member of staff and reported verbally to the Team Director and Club Welfare Officer (CWO).

In the case of misconduct, or repeated misbehaviour, the following procedure will be followed:

1. Verbal warning
2. Written warning with parents informed
3. Consequence: At the discretion of the Team Director, Excel Race Academy reserves the right to suspend or permanently exclude the athlete from the club

Gross Misconduct

Gross Misconduct could include, but is not limited to:

- Endangering oneself or others
- Repeated breaches of Code of Conduct

In cases of gross misconduct, the following procedure will be followed:

1. Contact with Parents

- Contact with parents: Inform them of the situation, investigation and management plan

2. Establishing the Facts

- To be carried out, where possible, by the Head Coach with a CWO present.
- Aim: Determine what happened, how it happened, and who was involved.
- Written documentation of any meetings will be recorded.

3. Consequences

- Consequences appropriate to misconduct
- Report to SSE Head of Safeguarding, if required
- Communicate with parents prior to expulsion if likely

Signed:

A handwritten signature in black ink, appearing to read "Rob Bullen".

Rob Bullen, *Managing Director*

Date: 13/01/2026