

Disciplinary Procedure

Any minor misdemeanors and general misbehaviour will be addressed by the coach/member of staff and reported verbally to the child welfare officer.

In the case of misconduct*, or repeated misbehavior we will follow a:

Verbal, written, consequence, procedure

1. Verbal warning
2. Written warning with parents informed.
3. Consequence. Excel Race Academy, at the discretion of the Head Coach/CWO, reserve the right to suspend or permanently exclude the athlete from the club

All the above steps will be documented.

In cases of Gross Misconduct** we 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
 - Ensuring the consequence fits the misconduct
 - Report to SSE Safeguarding & Welfare officer where appropriate.
 - Where expulsion from the program is likely, communicate with parents prior to athlete.
 - Athletes under the age of 18 are not to be named on emails to outside agencies.

*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.