



Disciplinary Report Sample

Person in Charge contact details	
Name	Declan Maher
Phone no.	087-1234567
Email address	bsquadcoach@swordfishsc.ie
Club	Swordfish SC
Role at time of incident	B Squad Coach
Report of incident	
Date of incident(s)	01/03/2020
Time of incident(s)	19.40
Location of incident(s)	Swimming pool
Details of misconduct	<p>Mark arrived in 10 minutes late for training session and proceeded to lane 3, where he normally swims. There were three other swimmers in lane 3 completing their warm-up when Mark arrived. Mark threw his kit bag down and kicked the three water bottles that were sitting at the edge of the lane, belonging to the swimmers in lane 3. The water bottles scattered across poolside. Mark made no effort to pick them up and was getting into the pool, so I called him over to speak to me.</p> <p>I spoke to Mark in the presence of Siobhan McNamara (assistant squad coach) and within earshot of Anne-Marie Kennedy who was parent on duty (P.O.D) at all times.</p> <p>I asked Mark to explain why he kicked the water bottles. He said he didn't mean to; it was just an accident. I told Mark it seemed to me that he arrived late and in a bad mood, that he kicked the water bottles on purpose, making no effort to pick them up. Mark became agitated and said, "For F*** sake, I'm never late, they are only stupid water bottles, I didn't hurt anyone, did I?"</p> <p>At this point I felt Mark was becoming more worked up so I informed Mark that I was imposing a 5 minute time out and asked him to get his towel from his bag and to return and sit with Anne-Marie, with the 5 minutes starting from the time he sat down with the P.O.D.</p>



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<p>Details of misconduct (continued)</p>	<p>At the end of the 5 minutes I called Mark over and asked him how he was feeling. Mark said he was fine and wanted to get into the pool to get on with his training.</p> <p>I asked Mark if he had anything he wanted to say about what had happened before he was on time out. He got annoyed and said it was dumb that he had to sit at the side of the pool, he didn't really do anything wrong and that I was trying to hold him back from doing well in his swimming.</p> <p>I told Mark that I was disappointed that he did not want to apologise to his teammates for his actions or to myself, Siobhan or Anne-Marie who witnessed and heard his use of bad language. Mark became angrier and threw his towel on the ground and continued to use bad language. I told Mark that his behaviour was completely unacceptable and that I was now expelling him from the session. I asked Mark to go and get dressed and return to poolside within 10 minutes to sit with P.O.D. I also asked the P.O.D. to call Mark's parent to collect him.</p> <p>Mark's father arrived at 20.30 to collect Mark, I spoke with him briefly to inform him of what had happened and told him that I will be sending a more detailed report to the club secretary.</p>
<p>Sanction imposed at time of misconduct</p>	<p>Time out for 5 minutes @ 19.45 approx. Expelled from session @ 19.55 approx.</p>



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Description of Offence

(You must identify one or more Offences in Section 2 of the Swim Ireland Complaints and Disciplinary Rules that you allege has/have been breached). Where the offence is a breach of a code of conduct, you must specify which area/s of the code of conduct specifically that you allege have been breached.

Breach of code of conduct:

Respect other athletes
Never use violence or bad language

Offences:

Unsporting behaviour
Foul language

Supporting Documentation

If you are supplying supporting documentation, please set out a description of each document relied on here:

1.	Witness statement from Siobhan McNamara
2.	Witness statement from Anne-Marie Kennedy
3.	Photocopy of notes from coaching diary
4.	

The Complaints and Disciplinary Bodies shall keep all information disclosed to them confidential and no disclosure of any detail shall be made to any third party unless in the administration of the disciplinary function or a requirement by law.

I confirm that the information provided above is accurate and true

Signed	Declan Maher
Date	02/03/2020