



Policy Document

Discipline Policy

Approval Date	Next Review	Author/Modifier
1/3/18	1/3/19	Office Manager & General Manager

Policy Rationale

To ensure any performance or behavioural incident that is in breach of club rule or policy is managed by the appropriate person in a consistent and timely fashion and that those who need to know about the incident are informed. Performance or behaviour-related incidents need to be identified and resolved quickly and fairly with minimal impact on operations. Consideration must be given to the rights and the responsibilities of the BTYC staff and BTYC club members/volunteer.

BTYC is committed to ensuring that wherever possible, performance management and disciplinary action is undertaken in an atmosphere of cooperation, confidentiality and trust and that confidential feedback and support is provided.

Policy Purpose and Scope

This policy aims to provide a framework under which performance management and disciplinary action can be applied for BTYC staff, volunteers and members for breaches of club rules or policies.

1. A range of disciplinary measures are available to the coaches, General Manager and Committee, which are based on the severity of the incident or breach of the policy warranting investigation.
2. The action applied shall be commensurate with the severity of the incident or breach of rule or policy.
3. The severity of the incident or breach of rule or policy shall be broadly considered in the context of levels:
Level 1 being of a minor nature,
Level 2 being of medium nature, and
Level 3 being of a serious nature.



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Incident Level	Staff member responsible for investigation and resolution
Level 1	Coach, Program and Office Manager or the General Manager
Level 2	Program and Office Manager or the General Manager and recorded
Level 3	General Manager and a committee quorum and recorded

4. Any repeat incident will be elevated in standing to the next level of severity.
5. In order to rectify performance or behavioural incidents the General Manager, Program and Office Manager or Coach may engage in providing feedback, training, coaching and support.
6. The Committee and General Manager retain the right to review and/or override any disciplinary measures taken by a Coach or Program and Office Manager.
7. If the person who would normally handle or be notified of an incident is not available, the process refers up one level e.g. Coach to Program Manager; Program Manager to General Manager and so on.
8. At any stage during the resolution process, either party has the right to have a representative present.
9. If either party to the incident is not satisfied with the outcome or the way the incident has been handled they have the right of appeal to the General Manager or the Committee.
10. The General Manager is:
 - a. To be kept informed of all incidents;
 - b. Available for consultation at any stage of the resolution process for advice in relation to processes, rights and industrial implications.



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Definitions

Inappropriate Behaviour – Behaviours that are a threat to professional status and/ or a threat to personal standing.

Performance Management – An ongoing process of identification, discussion, development and review of behaviour or processes through intentional and focused planning and implementing of changed behaviours or processes and provision of constructive feedback.

Serious misconduct –

- Serious dereliction of duties or misbehaviour that impedes the operation of the club;
- Wilful or deliberate behaviour that is inconsistent with the continuation of the contract of employment or club membership;
- Breach of conditions of employment / engagement/ code of conduct or behaviour
- Conduct that causes imminent and serious risk to:
 1. health or safety of a person; or
 2. the reputation, viability or profitability of BTYC Gymnastics Club;
- Any person engaging in:
 1. theft;
 2. fraud;
 3. assault;
- Any person being intoxicated on the premises (through intoxicating liquor or non-prescription medications), so impaired that they are unfit to be entrusted with any duty they may be called on to perform or
- The employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

'Serious misconduct' also includes but is not limited to:

- Serious discrimination;
- Threatened or actual harassment, including assault;
- Threatened or actual sexual harassment including assault;
- Acceptance of payment or other forms of inducement for services or privileges.

Summary Dismissal - This is where an employer may dismiss an employee for gross misconduct and usually means that an employee will not receive any pay in lieu of notice

Gross Misconduct - Indiscipline so serious (such as stealing, or work place violence) that it justifies the instant dismissal of an employee, even on the first occurrence.



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Policy Description

Level 1 Incident – minor nature

Staff member/s responsible for investigation and resolution: Coach, Program or Office Manager or the General Manager

Performance management and counselling may be initiated in the following circumstances:

- Minor breaches of staff contracts of employment, (for example, excessive or unexplained absence, discourtesies);
- Minor breaches of the BTYC Code of Conduct for club members, staff and volunteers or other key BTYC policies and instruction;
- Inappropriate behaviour or appearance (including personal appearance, mild rudeness);
- Performance of BTYC staff, volunteers or club members that is in breach of club rules or policy that has been identified by another to cause harm or concern.

Level 2 Incidents - medium nature

Staff member/s responsible for investigation and resolution: Program or Office Manager or the General Manager

Where a Level 2 incident involves the performance or behaviour of a Program or Office Manager, the BTYC General Manager will be responsible for resolving the matter.

- Breaches of staff contracts of employment (for example, absence without leave);
- Breaches of the BTYC Code of Conduct for club members, staff and volunteers including occurrences of discrimination, harassment, victimisation, bullying and occupational violence;
- Breaches of the BTYC Code of Conduct for club members, staff and volunteers or other key BTYC policies and instruction whereby the breach has been perceived to cause harm to another;
- Inappropriate behaviour or appearance (including excessive swearing);
- Performance of BTYC staff, volunteers or club members that is in breach of club rules or policy and has been identified by another to have caused harm.

Level 3 Incidents – serious nature

Person/s responsible for investigation and resolution: General Manager and a Committee quorum and recorded

Where the incident constitutes 'serious misconduct' BTYC may have the individual's employment (staff) or engagement (Volunteer) or a club member, summarily suspended or



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terminated. Where the seriousness of the incident warrants, BTYC reserves the right to suspend or revoke access to the facility pending full investigation of the incident.

Additionally:

Where performance consistently falls below the expected standard, or where there is a serious or repeated breach of policy, conduct, or the law, formal disciplinary procedures may commence in accordance with the 'Disciplinary Procedure'.

The General Manager must be made aware of all incidents that are expected to result in or warrant formal disciplinary action. No individual is to be provided with a formal warning, or suspended, dismissed or terminated without the prior approval of the General Manager.

All incidents are to be recorded on the Incident Report Form, which is located on all BTYC iPads. A record of any investigations will be kept by the General Manager. Incident Reports will be kept for a period of 12 months on file and then archived for a period of 5 years for insurance purposes).



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