

# NWWA Synod Coaches Discipline Policy

Approved by Executive Committee of Synod Council, 4/10/2024

## The following documents will govern the NWWA Active Status Coaches:

- **Coaching Best Practices:** Our Synod's 24 Hour Best Practices for Coaching: an Expectation.docx
- **International Coaching Federation Code of Ethics:** ICF Code of Ethics.pdf
- **The Churchwide and NWWA Synod Constitutions**
- **Definitions and Guidelines for Discipline:**  
[https://download.elca.org/ELCA%20Resource%20Repository/Definitions\\_and\\_Guidelines\\_for\\_Discipline\\_2021.pdf](https://download.elca.org/ELCA%20Resource%20Repository/Definitions_and_Guidelines_for_Discipline_2021.pdf)

All Northwest Washington (NWWA) Active Status Coaches are to be members of a NWWA Congregation or Ministry and shall be named, reviewed, and approved by the NWWA Synod Council annually, and therefore will be eligible to have NWWA Synod Liability Insurance extended to them for their coaching.

It is recommended that coaches whose performance or behavior is unsatisfactory be provided an opportunity to go through the following disciplinary actions; unless there are circumstances that warrant immediate termination. In addition, there is no required number of instances that a Coaching Coordinator or assigned NWWA Synod Staff must warn or reprimand the coach before termination is warranted.

## Disciplinary Actions

If a client, congregation, or coach has a concern/complaint with an active status coach of the NWWA Synod, they should first contact the NWWA Synod Coach Coordinator. If one feels their concern/complaint cannot be brought to the Coach Coordinator or if they feel their concern/complaint is not being handled to their satisfaction, they should contact the NWWA Synod Director for Evangelical Mission.

Once a concern/complaint is brought forward, the recipient of the complaint will bring the matter to the Coach NW Steering Team, comprised of at least three members: the Coach Coordinator, an at-large Steering Team Member (or two at-large Steering Team Members if the complaint is regarding the Coach Coordinator), and the NWWA Synod Director for Evangelical Mission or other appointed NWWA Synod Staff Member. The Coach NW Steering Team along with NWWA Synod Staff members have the responsibility for disciplinary action and documentation.

Possible steps may include verbal discussion, written warning, coaching suspension, and termination. See below for explanations of possible steps. It is recommended that our Coaching Coordinator and assigned NWWA Synod Staff document all steps of the corrective discipline

process as they occur, including warnings and ramifications if the unacceptable performance and/or behavior is not corrected.

In each step, the Coaching Coordinator and assigned NWWA Synod Staff advise the coach being disciplined to state the next step to be taken if the performance does not improve.

However, in cases of serious misconduct, the coach may be immediately suspended or terminated from the NWWA Synod's coaching ministry.

([https://download.elca.org/ELCA%20Resource%20Repository/Definitions\\_and\\_Guidelines\\_for\\_Discipline\\_2021.pdf](https://download.elca.org/ELCA%20Resource%20Repository/Definitions_and_Guidelines_for_Discipline_2021.pdf)).

## Verbal Discussion Action

The initial disciplinary action is a face-to-face discussion. Whenever possible, emphasize firm and direct communication with a posture of fairness, to ensure that the coach clearly understands the established standards and expectations that come with Active Status coaching in NWWA Synod. A written record of the date and content of such discussions will be maintained in the NWWA Synod Office.

## Written Warning Action

The written warning outlines the behavior in question, states expectations, and lists consequences if issues continue. The coach and NWWA Synod outline agreed upon steps to address or improve behavior/performance.

Copies of said document are maintained in the NWWA Synod office file. The coach has the right to grieve the disciplinary action in certain situations. Please see the NWWA Synod's Grievance Pathway listed below.

## Coaching Suspension Action

Suspension may occur immediately or if the desired results have not been accomplished. The length of the suspension will depend upon each case.

## Termination Action

Termination will occur when the coach has engaged in serious misconduct or has not corrected performance and/or behavior.

## Grievance Pathway

In certain situations, the coach may choose to contest the discipline by contacting the

NWWA Coaching Coordinator. The Coordinator gathers the assigned NWWA Synod Staff and a member of the NWWA Synod Council to review the coach's rebuttal statement, meet with the coach, and determine next steps for the NWWA Synod and the coach.