



**In Pursuit of Excellence**

## **AREA TALLAHASSEE AQUATIC CLUB (ATAAC) GRIEVANCE PROCEDURE**

The **Area Tallahassee Aquatic Club** Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

### **WHERE TO REPORT:**

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

- U.S. Center for SafeSport: 833-5US-SAFE (587-7233) or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution of illegal drugs:

- USA Swimming Safe Sport: [safesport@usaswimming.org](mailto:safesport@usaswimming.org) or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- Florida Department of Children and Families (DCF) through either the DCF statewide hotline (call 1-800-96-ABUSE) (1-800-962-2873) or through the DCF website at <http://reportabuse.dcf.state.fl.us> The hotline also accepts faxes at 1-800-914-0004 and web-based chats on their website.

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the Area Tallahassee Aquatic Club Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

- These issues are handled at the club level following the procedures outlined below.

### **WHOM TO NOTIFY OF A GRIEVANCE** (Chain of Command)

*Regarding the Conduct of a Swimmer* - Contact Head Coach Terry Maul at [perfenh@aol.com](mailto:perfenh@aol.com).

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the **Area Tallahassee Aquatic Club** Code of Conduct, the parent/swimmer should discuss these concerns with the Head Coach Terry Maul at [perfenh@aol.com](mailto:perfenh@aol.com). This complaint should be made in person or in writing. Head Coach Terry Maul at [perfenh@aol.com](mailto:perfenh@aol.com) will participate in assessing behavior.

*Regarding the Conduct of an Assistant or Age Group Coach* - Contact the Head Coach Terry Maul at [perfenh@aol.com](mailto:perfenh@aol.com). Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing.



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*Regarding Conduct of Head Coach* – Notify the **Area Tallahassee Aquatic Club** – contact the City of Tallahassee Parks, Recreation & Neighborhood Affairs Aquatics Supervisor, Leslie Adams, at [Leslie.Adams@talgov.com](mailto:Leslie.Adams@talgov.com) within three working days of notification of Head Coach Terry Maul's decision (or the end of the time frame discussed above). The Aquatic Supervisor will meet with Head Coach Terry Maul, and you will be notified of their decision.

- Any complaints about Head Coach Terry Maul should be referred to the Aquatics Supervisor within two weeks of the date of occurrence. The Aquatics Supervisor will discuss the problem with you in a timely and confidential manner. All information will be gathered regarding the situation, which may involve sit-down meetings with all those involved and any witnesses. Decisions will be made within two weeks of notification.

- If you are not satisfied with any decisions reached by the Aquatics Supervisor, you must refer the matter to City of Tallahassee Parks, Recreation & Neighborhood Affairs Director, Ashley Edwards at [Ashley.Edwards@talgov.com](mailto:Ashley.Edwards@talgov.com) within three working days of notification of the Aquatic Supervisor's decision. The Director will review and evaluate the complaint and will notify you of the decision, as well as notify all persons deemed relevant to the situation. Decisions made by the Director are final.

Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the City of Tallahassee as outlined above of this violation. This complaint should be made in person or in writing.

*Regarding Parent or Official Conduct* - Notify the Head Coach

- Should a parent or swimmer feel another **Area Tallahassee Aquatic Club** parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation in person or in writing.

**Note:** With the exception of issues, which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during water time.



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## AREA TALLAHASSEE AQUATIC CLUB (ATAC) GRIEVANCE PROCEDURE Continued

### HOW GRIEVANCES WILL BE HANDLED

*The Head Coach has the authority to impose penalties for infractions of the **Area Tallahassee Aquatic Club** Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.*

1. Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the **Area Tallahassee Aquatic Club** grievance procedure form.
2. Assessing Behavior: The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.
3. Consequences will be given, and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:
  - a. Nature of the misconduct
  - b. Severity of the misconduct
  - c. Prior disciplinary actions
  - d. Adverse effect of the misconduct
  - e. Application of the Code of Conduct