**NIS Swimming Grievance Procedure**

 The NIS Swimming 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 provide 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: 720-524-5640 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 or

https://fs22.formsite.com/usaswimming/form10/index.html

For issues dealing with known or suspected child abuse:

• Iowa Department of Human Services, 1-800-362-2178

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of

the NIS 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 the swimmer’s coach.

• Should a parent or swimmer feel another swimmer’s conduct is inappropriate or violates the

NIS Code of Conduct, the parent/swimmer should discuss these concerns with the coach

of the swimmer responsible for the violation. This complaint should be

made in person or in writing. Coaches will ensure the NIS head coach is notified of the

complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Age Group Coach - Contact the Head Coach

• 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.

www.usaswimming.org/protect

Regarding Conduct of Head Coach – Notify the NIS board president.

• 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 NIS board president 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 NIS 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.

HOW GRIEVANCES WILL BE HANDLED

The Head Coach has the authority to impose penalties for infractions of the NIS Swimming 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.

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