



Grievance Policy

The Suburban Seahawks Swim Club Grievance Policy outlines guidance and procedures to give swimmers, parents, coaches, Club leadership, and employees a way to address and report grievances in a productive, systematic way that allows the appropriate parties to investigate and intervene, and take disciplinary action when needed.

There are occasions when a problem arises in a club, for example fighting or bullying, where immediate action is required. A temporary suspension or exclusion from a single training session can be given by the coaches. A report should then be made, within 24 hours, to the club president, who then should report back to the board, who should follow the procedures outlined below.

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

If your concern relates to inappropriate behavior or activity that includes but is not limited to the following:

- Criminal activity
- Use, sale or distribution of illegal drugs
- Physical abuse
- Inappropriate touching
- Lap sitting
- Coaches sharing hotel rooms with athletes
- Rubdowns or massages performed by coaches
- Pictures and or videos taken in locker rooms or changing areas
- Violations of USA Swimming's Minor Athlete Abuse Prevention Policy (MAAPP)

Please report the incident immediately to SafeSport. You can reach out to USA Swimming SafeSport Director Abigail Howard ahoward@usaswimming.org. Anonymous reporting can be completed at: [online safe sport reporting form](#)

If your concern deals with any of the following:

- Sexual Misconduct
- Sexual Harassment
- Sexually Explicit Communication through Social Media

Please contact the U.S. Center for Safe Sport to make a report. Use the [online reporting form](#), call (720) 524-5640, or find more information at www.uscenterforsafesport.org.

If your concern deals with any of the following types of grievances:

- Peer to Peer Bullying
- Adult to Athlete Bullying
- Parent Conduct
- Violations of team rules and team code of conduct
- Swimmer conduct
- Assistant or Age Group Coach Conduct
- Head Coach Conduct
- Employee Conduct (non swim team employees)
- Board of Director Member Conduct
- USA Swim Official Conduct

Please make a report to SSC using this grievance process.

WHOM TO NOTIFY OF A GRIEVANCE (The Grievance Chain-of-Command)

Regarding the Conduct of a Swimmer-Contact the swimmer's coach **OR** the SSC Safe sport representative

Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the Athlete Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach) or the SSC Safe Sport Representative. This complaint should be made in person or in writing.

Regarding the Conduct of an Assistant or Age Group Coach- Contact the SSC Safe sport representative

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 or the SSC Safe Sport Representative of this violation. This complaint should be made in person or in writing.

Regarding Conduct of Head Coach – Notify the SSC 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 the President of the Board of Directors of this violation. This complaint should be made in person or in writing. If the President is not immediately available, this complaint may be presented to any member of the Board of Directors, with notification made in writing to the President. This complaint will be subject to review and discussion by the full Board of Directors.

Regarding Employee (non swim team) Conduct- Notify the SSC Board President in writing.

Should a parent or swimmer feel a non-swim team SSC employee's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the President of the Board of

Directors of this violation. This complaint should be made in person or in writing. If the President is not immediately available, this complaint may be presented to any member of the Board of Directors, with notification made in writing to the President. This complaint will be subject to review and discussion by the full Board of Directors.

Regarding Board of Director Member Conduct- Notify the SSC Board President and or the SSC Safe Sport Representative

Should a parent or swimmer feel a Director's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the or the SSC Safe Sport Representative and Board President of this violation in person or in writing. If the Board President is the Director whose conduct is in question, the Board Vice President should be notified in writing or in person *instead of* the Board President. This complaint will be reviewed and discussed by the full Board of Directors and or the SSC Safe Sport Representative.

Regarding Parent or Swim Official Conduct-Notify the or the SSC Safe Sport Representative or any Board President

Should a parent or swimmer feel another SSC parent's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the SSC Safe Sport Representative and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors and or the SSC Safe Sport Representative.

HOW GRIEVANCES WILL BE HANDLED

The coaches, SSC Safe Sport Representative and Board of Directors have the authority to impose penalties for infractions of the SSC Athlete Code of Conduct listed above 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, SSC Safe Sport Representative and/or SSC Board of Directors and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, and expulsion. USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a swimmer violates the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

- 1. Gathering Information:** The appropriate individuals will reach out to the person who filed the grievance and the person against whom the grievance is being filed to ask questions about what happened. Other witnesses may be contacted for more information, as well.
- 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, and 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 against swimmer
- d. Adverse effect of the misconduct on other swimmers
- e. Application of the Code of Conduct

The decisions made by the leadership team (Head Coach, Board of Directors) regarding any complaint, and any resulting disciplinary action, is final.

MANDATORY REPORTING RULE

Pursuant to federal law, all adults authorized to interact with minor or amateur athletes who learn of facts that give reason to suspect that a child has suffered an incident of child abuse, including sexual abuse, shall make a report of the suspected abuse to law enforcement and/or your state's designated agency within 24 hours.

ARTICLE 306

SEXUAL MISCONDUCT REPORTING REQUIREMENTS

1 It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in Article 304.3.8 to USA Swimming's Director of Safe Sport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

2 No member shall retaliate against any individual who has made a good faith report under 306.1.

3 False reporting of sexual misconduct made in bad faith is prohibited.

4 Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse."

[USA SWIMMING CODE OF CONDUCT](#)