

Seals Swimming

Safe Sport and Conflict Resolution Policy

RESPONSIBILITIES OF SAFE SPORT COMMITTEE

The Safe Sport Committee has established the following procedures to receive, retain, investigate and act on complaints and concerns of directors, coaches, swimmers, parents/guardians, and others regarding:

- a. violations of the Seals Code of Conduct,
- b. violations of Safe Sport Policies,
- c. retaliation against directors, coaches, swimmers, parents/guardians who make reports.

The Safe Sport Committee is made up of the Seals Head Coach, Seals Head Assistant Coach, the Safe Sport Coordinator, and the President of the Board of Directors.

At the discretion of the Safe Sport Committee, the Safe Sport Committee's responsibilities created by these procedures may be delegated to a subcommittee, as necessary. The subcommittee must consist of a minimum of two members of the Safe Sport Committee. At least two members of the Safe Sport Committee must be present for all in person communications with parties involved in a report.

PROCEDURES FOR RECEIVING AND INVESTIGATING REPORTS

1. Reports may be made to the Safe Sport Committee in person, by telephone, email, or in writing to the attention of the Safe Sport Committee. Any report received by a Seals Board of Director or coach should be forwarded immediately to the Safe Sport Committee.
2. Promptly upon receipt, the Safe Sport Committee will evaluate whether a complaint constitutes a report. If the Safe Sport Committee deems the complaint a report, they will create a Complaint Summary, summarizing in reasonable detail the nature of the report (including any specific allegations made and the persons involved), the date of receipt of the report, the current status of any investigation into the report, and any final resolution of the report. The Safe Sport Committee will report any recent developments of items listed in the summary to the Board of Directors at, or in advance of, each regularly scheduled meeting, or more frequently, if warranted. All members of the Safe Sport Committee will be provided full access to the docket and all information related to any reports received.
3. In the event a report involves or implicates a member of the Safe Sport Committee, that individual will promptly remove themselves from the investigation. The Safe Sport Committee may thereafter promptly appoint impartial Board Members to investigate the report.
4. If the Safe Sport Committee determines that a complaint is a report, they will promptly investigate the report and communicate the results in reasonable detail to the Board of Directors, including a description of the report, the steps taken in the

investigation, any factual findings and the recommendations of the corrective action, if applicable. All investigations will be conducted in a confidential manner, so that information will be disclosed only as needed to facilitate review of the investigation.

PROTECTION OF WHISTLEBLOWERS

Consistent with the policies of Seals Swimming, the Safe Sport Committee, Board of Directors, or coaches will not retaliate or attempt to retaliate, and will not tolerate any retaliation or attempted retaliation by any other person or group, directly or indirectly, against anyone who, in good faith, makes a report or provides assistance to the Safe Sport Committee or Board of Directors or any other person or group investigating or otherwise helping to resolve a report.

CONFIDENTIAL AND ANONYMOUS REPORTS

1. All reports received using the procedures outlined above will be treated confidentially or anonymously, as applicable, to the extent reasonable and practicable under the circumstances.

RECORDS

1. The Safe Sport Committee will retain on a strictly confidential basis for a period of five years all records relating to any report and to the investigation its resolution. All such records are confidential to the Board of Directors and are considered privileged and confidential.

PUBLICATION OF PROCEDURES

1. The Board of Directors will communicate these procedures to all members and post them for viewing.

04/30/2020