



HILLSBOROUGH AQUATIC CLUB GRIEVANCE POLICY

Hillsborough Aquatic Club is committed to providing a safe and supportive environment for its coaches and swimmers. If you experience or witness actions or events that concern you or make you feel uncomfortable, it is important to talk to someone about it. This document outlines the processes where a swimmer, parent, or coach can bring forward a complaint or concern.

Who to Contact:

- If you have a concern relating to bullying, parent issues, unfair treatment, or violations of the Swimmer, Parent, or Coach Code of Conduct, please reach out to the HAC Head Coach, Cliff Gordon at cgordon@oc-sportsplex.com or any of the HAC assistant coaches or the Safe Sport Coordinator, Bonnie Shanahan at bbakershanahan@gmail.com.
- Coaches who wish to file a complaint against another coach should follow the Grievance Procedure outlined in the Orange County Sportsplex Employee Handbook.

Procedures:

Coaches, swimmers, and parents are encouraged to talk with each other to resolve their issues. However, if this isn't possible, members of HAC may file a formal grievance.

Swimmers or parents who have a grievance with another swimmer, parent, assistant coach, or official should contact Coach Cliff Gordon in writing within two weeks of the date of occurrence. HAC coaches have the initial responsibility to discipline swimmers for inappropriate conduct. It is expected that the coaches will use their reasonable discretion in imposing any discipline, and that any disciplinary action will take into account (1) the nature and severity of the conduct, (2) any prior disciplinary actions regarding the swimmer, (3) the adverse effect of the conduct on other

swimmers, and (4) the application of the team's Code of Conduct or any USA Swimming and/or HAC policy / procedure. Examples of disciplinary action may include verbal warning, temporary time out from a practice, notification to the swimmer's parents, temporary suspension from some or all of HAC's activities, and/or expulsion from the team. These examples are not exclusive, and it is expected that the coaches will exercise their discretion to fashion an appropriate disciplinary action. However, the coaches will take any immediate action that is necessary under the circumstances to insure the safety of the HAC swimmers.

For bullying concerns, please also see HAC's Anti-Bullying Policy.

Any complaints about HAC Assistant Coaches should be directed to HAC Head Coach Cliff Gordon at cgordon@oc-sportsplex.com . Any complaints about HAC Head Coach Cliff Gordon should be referred to the management of the Orange County Sportsplex and handled pursuant to the Sportsplex employee handbook taking any applicable USA Swimming and HAC Code of Conduct policies into consideration.

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;
- Coaches sharing hotel rooms with athletes;
- Pictures and/or videos taken in locker rooms or changing areas; or
- Violations of USA Swimming's Minor Athlete Abuse Prevention Policy (MAAPP)

please report the incident immediately to the HAC Head Coach, Cliff Gordon at cgordon@oc-sportsplex.com , the HAC Safe Sport Coordinator, Bonnie Shanahan at bbakershanahan@gmail.com , the NC Swimming SafeSport coordinator, Rebecca Landre, at rebeccalandre@gmail.com or USA Swimming SafeSport Director Abigail Howard at ahoward@usaswimming.org .

If your concern relates to sexual misconduct, sexual harassment, or sexually explicit communication through any media, please contact the U.S. Center for SafeSport to make a report immediately. You can report your concern

online or call 720-524-5640. More information can be found at www.safesport.org