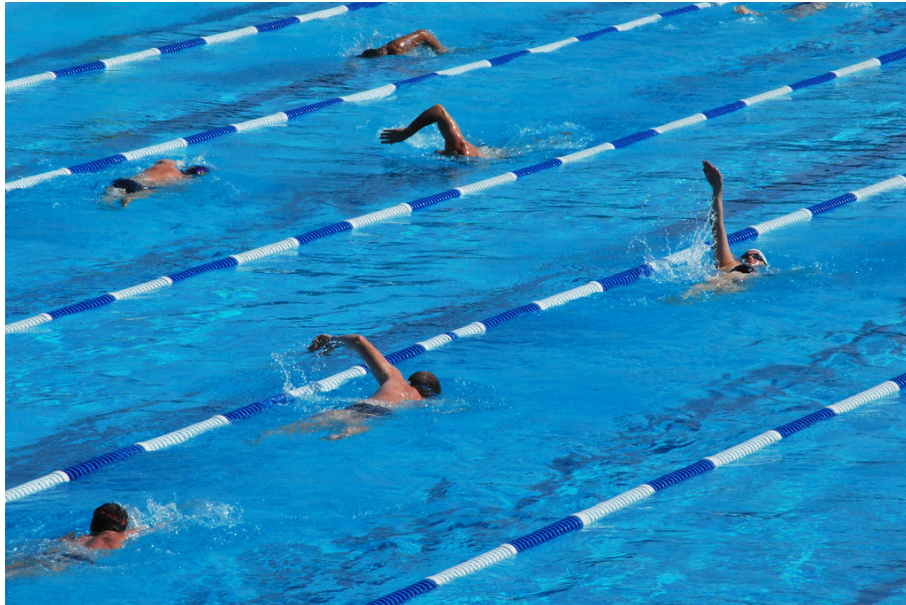




Aquastorm Swim Club

Grievance Procedure



GRIEVANCE POLICY and PROCEDURE

Aquastorm Swim Team expects excellence from its coaches, Club leadership, parents, and swimmers. Nobody is perfect however, and at times undesirable circumstances, situations, and behaviors happen. Because of Aquastorm's commitment to excellence and safety, individuals or groups must be held accountable for behaviors, words, and actions that do not represent the values and conduct expected from USA Swimming and Aquastorm members.

The Aquastorm Grievance Procedure gives swimmers, parents and coaches 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.

TYPES OF GRIEVANCES

- Swimmer Conduct
- Assistant or Age Group Coach Conduct
- Head Coach Conduct
- Board Member Conduct
- Swimmer Parent Conduct
- USA Swim Official Conduct

GRIEVANCE NOTIFICATION (The 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 Athlete Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing.

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.

Regarding Conduct of Head Coach – Notify a member of the Board of Directors

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 a member of the Board of Directors of this violation. This complaint should be made in person or in writing. This complaint will be subject to review and discussion by the full Board of Directors.

Regarding Board of Director Member Conduct - Notify the Board President and Head Coach

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 Head Coach 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 Rest of the Board of Directors and Head Coach.

Regarding Parent Conduct - Notify the Head Coach or any Board Member

Should a parent or swimmer feel another Aquastorm parent's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach or a Board Member of this violation in person or in writing. This complaint will be reviewed and discussed by the Board of Directors and Head Coach.

GRIEVANCE INVESTIGATION AND DISPOSITION

The Coaches and Board of Directors have the authority to impose penalties for violations of the Aquastorm Athlete Code 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/or Aquastorm 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 Athlete Protection Policy.

Gathering Information - The appropriate individuals will reach out to the person who initiated the grievance and the person against whom the grievance is being made to ask questions about what happened. Other witnesses may be contacted for more information, as well.

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.

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:

- Nature of the misconduct
- Severity of the misconduct
- Prior disciplinary actions against swimmer
- Adverse effect of the misconduct on other swimmers
- Application of the Code of Conduct

APPEALS PROCEDURE

Any initial conduct review and disciplinary action will be the responsibility of the initial person(s) responsible for officially receiving said grievance. A decision, and/or disciplinary action, will be issued as soon as reasonably practical.

If a Parent/Swimmer who registers the complaint with an Assistant or Age Group Coach feels the disciplinary action is insufficient or unsatisfactorily resolves the issue, or if the responsible coach fails to address the parent/swimmer's concerns in a timely manner, the parent/swimmer may appeal the decision to the Head Coach, in writing, within 7 days of the initial complaint. A decision and/or disciplinary action will be issued by the Head Coach as soon as reasonably practical.

If the parent/swimmer who registers the complaint appeals the Responsible Coach's conduct review and/or disciplinary action to the Head Coach and feels the Head Coach's decision/disciplinary action is insufficient or unsatisfactorily resolves the issue, or if the Head Coach fails to address the parent/swimmer's concerns in a timely manner, the parent/swimmer may appeal the decision to the Board of Directors, in writing, within 7 days of the previous appeal.

The decision of the Board of Directors regarding any complaint, and any resulting disciplinary action, is final.