

**PACK Swim Team Grievance Procedure**

The ***PACK Swim Team*** 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 provides 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: 833-5US-SAFE (587-7233)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](mailto:safesport@usaswimming.org) or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

* Please contact local law enforcement and/or other state required agency.
* <https://www.monroecounty.gov/sheriff-about>

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the ***PACK Swim Team*** 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)

* Board of directors contact information - <https://www.teamunify.com/team/nipstp/page/newsletter/board-of-directors>
* Coach contact information - <https://www.teamunify.com/team/nipstp/page/newsletter/coaches-contacts>

*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 ***PACK Swim Team*** 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. Coaches will ensure the ***PACK Swim Team*** Board of Directors 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. The Head Coach will ensure that the ***PACK Swim Team*** Board of Directors is notified of the complaint and will participate in assessing behavior.

*Regarding Conduct of Head Coach* – Notify the ***PACK Swim Team*** 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 Board of Director Member Conduct* - Notify the ***PACK Swim Team*** Board President

* 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 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.

*Regarding Parent or Swim Official Conduct* - Notify the Head Coach and Board President

* Should a parent or swimmer feel another ***PACK Swim Team*** parent’s or an official’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. This complaint will be reviewed and discussed by the full Board of Directors.

**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 Board of Directors have the authority to impose penalties for infractions of the* ***PACK Swim Team*** *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/or* ***PACK Swim Team*** *Board of Directors 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 on the ***PACK Swim Team*** grievance procedure form.
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:
   1. Nature of the misconduct
   2. Severity of the misconduct
   3. Prior disciplinary actions
   4. Adverse effect of the misconduct
   5. Application of the Code of Conduct



I, , legal guardian of , a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for (massage therapist or other certified professional) to provide a massage, rubdown and/or athletic training modality on

(minor athlete) on (date)

at (location). The massage, rubdown or athletic training modality must be done with at least one other adult present in the room and must never be done with only (minor athlete) and (massage therapist or other certified professional) in the room. I acknowledge that I have the right to observe the massage, rubdown or athletic training modality. I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature:

Date:

***WRITTEN PERMISSION FOR A LICENSED MASSAGE THERAPIST OR OTHER CERTIFIED PROFESSIONAL OR HEALTH CARE PROVIDER TO TREAT A MINOR ATHLETE***



I, , legal guardian of , a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for (minor athlete), to stay in the same hotel room of, or share a sleeping arrangement or other overnight lodging location

with (unrelated adult athlete)

at (location of hotel room or other overnight lodging location) from to (dates of applicable rooming arrangement). I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature:

Date:

***WRITTEN PERMISSION FOR AN UNRELATED ADULT ATHLETE TO SHARE THE SAME HOTEL, SLEEPING ARRANGEMENT OR OVERNIGHT LODGING LOCATION WITH MINOR ATHLETE***



I, , legal guardian of , a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for , an unrelated Applicable Adult to provide local vehicle transportation to (minor athlete) to (destination) on (date(s))

at (approximate time), and further acknowledge that this written permission is valid only for the transportation on the specified date and to the specified location.

Legal Guardian Signature:

Date:

***WRITTEN PERMISSION FOR AN UNRELATED APPLICABLE ADULT TO PROVIDE LOCAL TRANSPORTATION TO MINOR ATHLETE***



I, , legal guardian of , a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse Prevention Policy for (minor athlete), to travel with (Applicable Adult), to travel from (point of origin) to (destination) to attend the (name of competition)

from to (dates of travel to competition).

I acknowledge that (minor athlete) cannot share a hotel room, sleeping arrangement or other overnight lodging location with (Applicable Adult) at any time. I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature:

Date:

***WRITTEN PERMISSION FOR AN UNRELATED APPLICABLE ADULT TO TRAVEL TO COMPETITION ALONE WITH MINOR ATHLETE***