



P.O. Box 567, Mahwah, NJ 07430  
[www.bbswim.org](http://www.bbswim.org)

*"We take pride in everything we do."*

## Grievance Procedure for the Bergen Barracudas Swim Team

### **Purpose:**

Your safety is paramount to the Bergen Barracudas Swim Team and USA Swimming. 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 either Coach Nicky at [nicole@bbswim.org](mailto:nicole@bbswim.org) or Coach Meaghan at [Meaghan@bbswim.org](mailto:Meaghan@bbswim.org). Coaches who wish to file a complaint against another coach should follow the Grievance Review Procedure outlined in the Northern Hills Aquatic Employee Handbook.

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
- 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 New Jersey Swimming's SafeSport coordinator, Marlene Curtis, at [marlene-bac@juno.com](mailto:marlene-bac@juno.com) or USA Swimming SafeSport Director, Abigail Howard at [ahoward@usaswimming.org](mailto:ahoward@usaswimming.org). Anonymous reporting can be completed at <https://www.usaswimming.org/articles-landing-page/2017/05/08/safe-sport-report>.

If your concern relates to sexual misconduct, sexual harassment, or sexually explicit communication through any media, please contact the US Center for SafeSport to make a report immediately. You can report your request online or call 720-524-5640. More information can be found at [www.uscenterforsafesport.org](http://www.uscenterforsafesport.org). Certain people are REQUIRED to report misconduct, and information on mandatory reporting requirements can be found at <https://www.usaswimming.org/articles-landing-page/2017/05/08/safe-sport-report>.

If you need guidance, please contact our SafeSport Coordinator, Coach Meaghan at [Meaghan@bbswim.org](mailto:Meaghan@bbswim.org)





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Any concerns dealing with deception or recruiting should be directed to the Eastern Zone Board of Review at [ZBORchair@easternzoneswimming.org](mailto:ZBORchair@easternzoneswimming.org). Information on the Eastern Zone Board of Review can be found at: <http://www.easternzoneswimming.org/bor.html>

### **Communication Procedures for Grievances:**

Coaches, swimmers and parents are encouraged to talk with each other to resolve their issues. However, if this isn't possible, members of the Bergen Barracudas Swim Team should know how to file a grievance:

- Swimmers or parents who have a grievance with another swimmer, parent, assistant coach or official should contact Coach Nicky or Coach Meaghan in writing within two weeks of the date of the occurrence. Coach Nicky or Coach Meaghan will discuss the problem in a timely and confidential manner. All information will be gathered regarding the situation, which may involve sit-down meetings with all those involved and any witnesses. Decisions will be made within two weeks of notification. Disciplinary action that may be required is explained in more detail in the Swimmer, Parent, and Coach Codes of Conduct.
  - For bullying concerns, please also see the Bergen Barracudas Action Plan to Address Bullying on our Safe Sport page on our website.

If you are not satisfied with the decision reached by Coach Nicky and Coach Meaghan (or if a decision is not rendered in the time frame discussed above), you must refer the matter to our President of the Board of Directors, [President@bbswim.org](mailto:President@bbswim.org) within three working days of notification of Coach Nicky or Coach Meaghan's decision. The President will meet with Coach Nicky and/or Coach Meaghan, and you will be notified of their decision.

Any complains about Coach Nicky or Coach Meaghan should be referred to the President of the Board of Directors, within two weeks of the date of occurrence. The President will discuss the problem with you in a timely and confidential manner. All information will be gathered regarding the situation, which may involve sit-down meetings with all those involved and any witnesses. Decisions will be made within two weeks of notification. Disciplinary action that may be required is outlines in the Northern Hills Aquatic Employee Handbook.

If you are not satisfied with any decisions reached by the President, you must refer the matter to the entire Board of Directors, [bbboard@bbswim.org](mailto:bbboard@bbswim.org) within three working days of notification of the President's decision (or at the end of the time frame discussed in paragraph three). The Board of Directors will review and evaluate the complaint and will notify you of the decision, as well as notify all persons deems relevant to the situation. Decisions made by the Board of Directors are final.

