

Grievance Policy

Version	Date Adopted/Revised	File Name
1.0	15-20-2020	Grievance Policy

Tualatin Hills Swim Club Grievance Policy

Policy Goals

Tualatin Hills Swim Club (THSC) is committed to providing a safe and supportive environment for its employees and membership by following Safe Sport and USA Swimming rules and reporting policies. The THSC Grievance Policy outlines procedures to give swimmers, parents, coaches and club leadership a path to report concerns or grievances. This allows appropriate parties to investigate, intervene and implement disciplinary action, as necessary.

Coaches' Responsibilities

THSC's coaches have the initial responsibility to hold athletes accountable for inappropriate conduct. It is expected that coaches will use their reasonable discretion in imposing any discipline, and that any disciplinary action will take into account:

- 1) the application of the THSC and USA Swimming Athlete Code of Conduct;
- 2) the nature and severity of the conduct,
- 3) any prior disciplinary actions regarding the athlete, and
- 4) the adverse effect of the conduct on other athletes.

Examples of disciplinary action include verbal warning; temporary removal from a practice; notification to the athlete's parents; temporary suspension from some or all of THSC's activities, and recommendation for expulsion from THSC. However, the coaches will take any immediate action that is necessary under the circumstances to ensure the safety of athletes.

A report should be made by the coach, within 24 hours, to the Head Coach and Board of Directors, and follow the procedures outlined below.

Member Responsibilities and Mandatory Reporting

Pursuant to federal law, all adults authorized to interact with minor or amateur athletes who learn of facts that give reason to suspect that a child has suffered an incident of child abuse, including sexual abuse, shall make a report of the suspected abuse to law enforcement and/or your state's designated agency within 24 hours.

If the 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)

Report the incident immediately to law enforcement AND USA Swimming SafeSport. Please contact Liz Hahn, ehahn@usaswimming.org, at the National Office or complete the online reporting form, with the option of anonymity, here:

<https://fs22.formsite.com/usaswimming/form10/index.html>

If your concern relates to:

- Sexual misconduct
- Sexual harassment
- Sexually explicit communication through any media

Contact law enforcement AND the US Center for SafeSport to make a report immediately:

<https://safesport.i-sight.com/portal> or call (720) 524-5640. Go to www.uscenterforsafesport.org for more information.

Make a report to your team if your concern deals with any of the following:

- Peer to peer bullying
- Adult to athlete bullying
- Parent issues
- Violations of team rules and team code of conduct

Grievance Reporting Procedure

Follow the guidelines below to report a grievance regarding:

Athlete Conduct

Notify the athlete's coach

Should a parent/athlete feel another athlete's conduct is inappropriate or violates the THSC Athlete Code of Conduct or USA Swimming Code of Conduct, the parent/athlete should discuss these concerns with the coach of the athlete responsible for the violation. The complaint should be made in person or in writing. Coaches will ensure that the Head Coach and THSC Board of Directors are notified of the complaint and will participate in assessing behavior. If a parent/athlete is not satisfied with the disciplinary decision of a coach directed at the athlete, the parent/athlete may request a review of the decision by the Head Coach and the full Board of Directors. Upon review, the Head Coach and full Board of Directors will issue a decision, which will be considered final.

Assistant or Age Group Coach

Notify the Head Coach

Should a parent/athlete feel an Assistant Coach or Age Group Coach's conduct is inappropriate or in violation of any THSC or USA Swimming policies or procedures, the parent/athlete should notify the Head Coach. The complaint should be made in person or in writing. The Head Coach will ensure that the THSC Board of Directors is notified of the complaint and will participate in assessing behavior.

Head Coach Conduct

Notify the THSC Board President

Should a parent/athlete feel the Head Coach's conduct is inappropriate or in violation of any THSC or USA Swimming policies or procedures, the parent/athlete should notify the Board President. The 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. The complaint will be subject to review by the full Board of Directors.

Board Member Conduct

Notify the THSC Board President

Should a parent/athlete feel a Board Member's conduct is inappropriate or violates any THSC or USA Swimming policies or procedures, the parent/athlete should notify the Board President. The complaint should be made in person or in writing. If it is the Board President's conduct that is in question, the Board Vice President should be notified in writing or in person instead of the Board President. The complaint will be reviewed and discussed by the full Board of Directors, excluding the Board Member in question.

Parent or Swim Official Conduct

Notify the Head Coach and Board President

Should a parent/athlete feel another THSC parent's conduct is inappropriate or violates any THSC or USA Swimming policies or procedures, the parent/athlete should notify the Head Coach and Board President of this violation in person or in writing. The complaint will be reviewed and discussed by the full Board of Directors.

Grievance Investigation and Disciplinary Action

The Board of Directors have the authority to impose penalties for infractions of the THSC Athlete, Parent and Coaches Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the club or other athletes. Consequences are at the sole discretion of the coaches and/or THSC 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 coach, parent or athlete violates 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. Other witnesses may be contacted for more information, as well. All information will be recorded in writing.
- 2) Assessing Behavior: The behavior of the person(s) against whom 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. The Oregon Swimming Safe Sport Chairperson will be notified of the incident.
- 3) Consequences: 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:
 - a) Nature of the misconduct
 - b) Severity of the misconduct
 - c) Prior disciplinary actions
 - d) Adverse effect of the misconduct
 - e) Application of the Code of Conduct