

**Grievance Policy and Procedures LAC**

**5/26/2020**

This policy covers the Livermore Aqua Cowboys (LAC) Swim Club and its’ coaches, parents, swimmers and Board Members. The Club is a non-profit entity but is managed by the owners of the Livermore Valley Tennis Club where the team resides.

Nobody is perfect, however, and at times undesirable circumstances, situations, and behaviors happen. But because of LAC 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 LAC members.

The LAC Grievance Procedures gives swimmers, parents, coaches, and Board Members a way to address and report grievances in a productive, systematic way that allows the appropriate parties (LVTC club ownership) to investigate and intervene and take disciplinary action when needed.

**TYPES OF GRIEVANCES**

1. Swimmer conduct
2. Assistant or Age Group Coach Conduct
3. Head Coach Conduct
4. Employee Conduct (non-swim team employees)
5. Board Member Conduct
6. USA Swim Official or swim team parent conduct

**HOW GRIEVANCES WILL BE HANDLED**

*The Coaches and LVTC Club Owners have the authority to impose penalties for infractions of the LAC Athlete Code of Conduct listed above 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 LAC Team 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 Code of Conduct, Athlete Protection Policy, or local laws.*

1. **Gathering Information:** The appropriate individuals will reach out to 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.
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, and 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 against swimmer
	4. Adverse effect of the misconduct on other swimmers
	5. Application of the Code of Conduct

**WHOM TO NOTIFY OF A GRIEVANCE (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. The head Coach will contact LVTC management to document this grievance. If disciplinary action needs to be taken it will be done so by LVTC management.

**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 contact LVTC management to document this grievance. If disciplinary action needs to be taken it will be done so by LVTC management.

**Regarding Conduct of Head Coach** – Notify the LVTC Club owners

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 LVTC club ownership.  This complaint should be made in person or in writing

**Regarding Board of Director Member Conduct- Notify the 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 in person or in writing. The head Coach will contact LVTC management to document this grievance. If disciplinary action needs to be taken it will be done so by LVTC management.

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

Should a parent or swimmer feel another LAC parent’s conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and Board President or any Boar member of this violation in person or in writing. This complaint will be reviewed and discussed by the Head Coach and LVTC club owners. The head Coach will contact LVTC management to document this grievance. If disciplinary action needs to be taken it will be done so by LVTC management.

**Reporting Directly to Safe Sport or USA Swimming**

You may also report directly via USA Swimming or US Center for Safe Sport

1. USA Swimming call (719) 866-4578  <https://www.usaswimming.org/articles-landing-page/2017/05/08/safe-sport-report>
2. U.S. Center for Safe Sport call (720) 524-5640, or find more information at [www.uscenterforsafesport.org](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.uscenterforsafesport.org%2F&data=02%7C01%7C%7C8fbef72d61c447eedd4b08d79e9fba06%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637152281519444133&sdata=wbKNPZfP3mk%2BFte0OpbZeyYiW5rWeleKvP3W%2FtXpf%2Bs%3D&reserved=0)

If you have questions, you may also contact the Safe Sport coordinator for LAC, Michelle Kleman at Mulligankleman@yahoo.com.