



## **Tri Valley Aquatics Grievance Policy**

The following outlines the procedure to be followed in the case of a violation for athlete, coach, and parent codes of conducts.

**Athlete:** If an athlete feels that a fellow teammate, coach, or parent has violated the teams' athlete code of conduct, the first step is to report the violation to the head coach. This report can be done verbally or in writing. The violation will be recorded and an investigation will occur. The head coach, assistant coach and a third party, if needed, will conduct the investigation. The findings will be presented to the athlete filing the grievance. Any disciplinary action, as outlined in the code of conduct, will be followed. The athlete will be given instruction on filing a report with USA Swimming if it is deemed necessary.

**Coach:** If a coach feels that a fellow coach, an athlete, or parent has violated the teams' code of conduct, the head coach should be notified and a report will be taken verbally or written. An investigation will be conducted by the head coach, a neutral third party and an assistant coach if needed. The findings will be reported to the coach that filed the grievance and appropriate action will be taken in accordance with the teams' policies.

**Parent:** If an athlete, coach or a fellow parent feels that a parent has violated the teams' parent code of conduct, a report will be given to the head coach verbally or written. An investigation will be conducted by the head coach, the assist. Coach and a third party, if needed. The findings will be reported to the person filing the grievance. Appropriate disciplinary action will be taken in accordance to the teams' policies, if deemed necessary.

Any findings that require a report to USA Swimming will be reported in a timely manner in accordance to the guidelines by USA Swimming.

All parties involved in the grievance will receive a fair and equal opportunity to report a grievance. All grievances will be documented and the recommended action will be taken.