

**GRIEVANCE PROCEDURE FOR**

**THE PLEASANTON SEAHAWKS**

**Purpose:**

Your safety is paramount to the Pleasanton Seahawks 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, reach out to either the President at [president@pleasantoneahawks.org](mailto:president@pleasantonseahawks.org) or Safety Coordinator at [safety@pleasantonseahawks.org](mailto:safety@pleasantonseahawks.org) .

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 Pacific Swimming’s SafeSport coordinator, Kelly Schott at [Safesport@pacswim.org](mailto:Safesport@pacswim.org) or USA Swimming SafeSport Director, Abigail Howard at [ahoward@usaswimming.org](mailto:ahoward@usaswimming.org). Anonymous reporting can be complete [here](https://fs22.formsite.com/usaswimming/form10/index.html).

If your concern relates to sexual misconduct, sexual harassment, or sexually explicit communication through any media, please contact the U.S. Center for SafeSport to make a report immediately. You can report your concern online or call **833-5US-SAFE (587-7233)**. More information can be found at [www.safesport.org](http://www.safesport.org). Certain people are **REQUIRED** to report misconduct, and information on mandatory reporting requirements can be found [here](https://abusepreventionsystems.com/wp-content/uploads/2018/02/New-Legislation-Sexual-Abuse-in-Youth-Sport-2-9-2018.pdf). If you need guidance, please contact our SafeSport Coordinator at [safety@pleasantonseahawks.org](mailto:safety@pleasantonseahawks.org).

Any concerns dealing with recruiting should be directed to the Pacific Swimming Board of Review at [BOR@pacswim.org](mailto:BOR@pacswim.org).

**Procedures**:

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

* Swimmers or parents who have a grievance with another swimmer, parent, assistant coach, or official should contact the President or Safety Coordinator in writing within two weeks of the date of the occurrence. The President and Safety Coordinator 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 more in detail in the Swimmer, Parent, and Coach Codes of Conduct.
  + For bullying concerns, please also see the Pleasanton Seahawks PLS [Bullying policy](https://www.teamunify.com/sea/UserFiles/Image/QuickUpload/pls-bullying-policy-020920_021405.docx).
* If you are not satisfied with the decision reached by the President and Safety Coordinator (or if a decision is not rendered in the time frame discussed above), you must refer the matter to the Head Coach, Steve Morsilli, at [headcoach@pleasantonseahawks.org](mailto:headcoach@pleasantonseahawks.org) within three working days or notification of the President or Safety Coordinator’s decision (or the end of the time frame discussed above). The Head Coach will meet with the President and/or Safety Coordinator, and you will be notified of their decision.
* Any complaints about the President or Safety Coordinator should be referred to the Head Coach, Steve Morsilli, within two weeks of the date of occurrence. The Head Coach 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.