# TIGER SHARKS AQUATICS CODE OF CONDUCT GRIEVANCE PROCEDURE

# PURPOSE

The Tiger Sharks Aquatics Grievance Policy is a set of guidelines and procedures to give swimmers, parents, coaches, and staff a path to addressing and reporting grievances in an efficient way. It allows appropriate parties to investigate and intervene, to take disciplinary action when needed. The following information is meant to give a uniform process to grievances against the Code of Conduct by athletes, parents, or coaches of Tiger Shark Aquatics.

**DEFINING A GRIEVANCE**

There are occasions when certain problems arise in a club and different types of responses are required. Some problems require immediate action, in which a report should be created from the following procedures below and should be addressed as soon as possible. However, problems that do NOT affect the health and safety of swimmers, should not be expected to be dealt with during “water time” and can be dealt with before or after a coaching session. In both scenarios, a report should be filed, and the party/parties involved should still follow the laid-out guidelines. If your concern relates to inappropriate behavior or activity that includes but is not limited to the following:

* Criminal activity
* Use, sell 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 South Texas Swimming Safe Sport Chairperson, Mary Evelyn Bowling, at [mebowling63@gmail.com](mailto:mebowling63@gmail.com) or USA Swimming SafeSport at [ssrp@usaswimming.org](mailto:ssrp@usaswimming.org) Anonymous reporting can be completed at <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 720-524-5640. More information can be found 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).

Any concerns dealing with deception or recruiting should be directed to the South Texas Swimming General Chair, Chris Kjeldsen at [GeneralChair@stswim.org](mailto:GeneralChair@stswim.org).

# 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. School Liaison Conduct
6. USA Swim Official or swim team parent conduct

# PROCEDURES

1. Swimmer Conduct-**Contact the Swimmer’s Coach**
   1. If a grievance regarding a swimmer’s conduct should arise that is deemed inappropriate or in violation of the Athlete Code of Conduct, the party/parties harmed should discuss these concerns with the coach of the swimmer responsible for the issue.
   2. This grievance should be made in person or in writing, after which the coaches will bring it to the attention of the Tiger Sharks School Liaison, which will properly assess the behavior.
2. Assistant or Age Group Coach Conduct-**Contact the Head Coach**
   1. If a grievance regarding an Assistant or Age Group Coach should arise that is deemed inappropriate or in violation of any Club policies or procedures, the party/parties harmed should notify the Head Coach of this issue.
   2. This grievance should be made in person or in writing, after which the Head Coach will bring it to the attention of the Tiger Sharks Head Coach and School Liaison, which will properly assess the behavior.
3. Head Coach Conduct-**Contact the Tiger Sharks Aquatics Pool Director/School Liaison** 
   1. If a grievance regarding the Head Coach should arise that is deemed inappropriate or in violation of any Club policies or procedures, the party/parties harmed should notify the Tiger Sharks School District Liaison.
   2. This grievance should be made in person or in writing, after which the Tiger Sharks School Liaison will review and discuss the issue to come to an agreed upon reasonable solution.
4. Employee Conduct (non-swim team employees)-**Contact the Tiger Sharks Aquatics Pool Director/School Liaison**
   1. If a grievance regarding Employee conduct should arise that is deemed inappropriate or in violation of any Club policies or procedures, the party/parties harmed should notify the Tiger Sharks Aquatics Board President.
   2. This grievance should be made in person or in writing, after which the Tiger Sharks School Liaison will review and discuss the issue to come to an agreed upon reasonable solution.
5. School Liaison Conduct-**Contact the Belton School Board** 
   1. If a grievance regarding the School Liaison should arise that is deemed inappropriate or in violation of any Club policies or procedures, the party/parties harmed should notify the Belton School Board.
   2. This grievance should be made in person or in writing, after which the Tiger Sharks Aquatics Board will review and discuss the issue to come to an agreed upon reasonable solution.
   3. If it is the School Liaison whose conduct is in question, then notify the Tiger Sharks Aquatics Head Coach, who will then follow the same procedure of reviewing and discussing the issue with the rest of the Belton School Board.
6. USA Swim Official or Swim Team Parent Conduct-**Contact the Head Coach and Tiger Sharks Aquatics School Liaison**
   1. If a grievance regarding a USA Swim Official or Swim Team Parent should arise that is deemed inappropriate or in violation of any Club policies or procedures, the party/parties harmed should notify the Head Coach and the Tiger Sharks School Liaison.
   2. This grievance should be made in person or in writing, after which the Tiger Sharks School Liaison will review and discuss the issue to come to an agreed upon reasonable solution.