

Cavalier Aquatics Grievance Policy and Procedure

Cavalier Aquatics swim does everything possible to create a safe, positive, and respectful environment. We expect excellence from our employees, coaches, parents, and swimmers. However, nobody is perfect, and at times undesirable circumstances, situations, and behaviors occur. Because of our 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 Cavalier Aquatics members.

The safety and well-being of everyone in the Cavalier Aquatics family is paramount. Our Grievance Procedure gives swimmers, parents, coaches, volunteers, and employees a way to address and report grievances in a productive, systematic way. The appropriate parties will then investigate, intervene, and take disciplinary action when needed.

TYPES OF GRIEVANCES

1. Swimmer conduct
2. Parent Conduct
3. Assistant Coach Conduct
4. Head Coach Conduct
5. Employee Conduct (dry side or WISC employees)
6. Board Member Conduct

HOW GRIEVANCES WILL BE HANDLED

The Coaches and board have the authority to impose penalties for infractions of the Cavalier Aquatics Code of Conduct, MAAPP, or any behavior(s) they deem unsafe or not conducive to the best interests of the team or others. Consequences are at the sole discretion of the Coaches and/or PAC board and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, suspension, and expulsion. USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a swimmer violates or is suspected of violating the USA Swimming Code of Conduct, MAAPP, or local laws. As mentioned in Safe Sport and MAAPP, you are required and expected to report any suspected abuse violations to law enforcement, USA Swimming, Safe Sport, as well as the proper team channel listed below.

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:
 - a. Nature of the misconduct
 - b. Severity of the misconduct
 - c. Prior disciplinary actions against the swimmer or parent
 - d. Adverse effect of the misconduct on other swimmers
 - e. Application of the Code of Conduct

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 area
- **Violations of USA Swimming's Minor Athlete Abuse Prevention Policy (MAAPP)**

Please report the incident immediately to SafeSport.

You can reach out to Virginia Swimming's SafeSport Coordinator, Maureen Tolliver, at safetychair@virginiawimming.org

USA Swimming's SafeSport staff at safesport@usaswimming.org.

Anonymous reporting can be completed by clicking [here](#).

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 here or call 720-524-5640. More information can be found at www.uscenterforsafesport.org.

WHOM TO NOTIFY OF A GRIEVANCE (The Grievance Chain-of-Command) Remember to contact law enforcement, USA Swimming, Safe Sport, as well as the proper team channel listed below for any suspected abuse or Safe Sport violations.

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. For bullying concern's please refer to our Anti-Bullying Policy.

Regarding Parent or Swim Official Conduct: Notify the Head Coach or any PAC Board Member

Should a parent or swimmer feel another Cavalier Aquatics parent's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and PAC Board

President of this violation in person or in writing. This complaint will be reviewed and discussed by the PAC Board and Head Coach.

Regarding the Conduct of an Assistant Coach: Contact the Head Coach

Should a parent or swimmer feel an Assistant 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.

Regarding Conduct of Head Coach: Notify the PAC Board President

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 PAC Board President of this violation. This complaint should be made in person or in writing. If the President is not immediately available, this complaint may be presented to any PAC Board Member, with notification made in writing to the President. This complaint will be subject to review and discussion by the Board

Regarding Employee (dry side or the YMCA) Conduct: Notify the Head Coach or PAC Board President

Should a parent or swimmer feel a dry side or YMCA employee's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the PAC Board President or Head Coach. This complaint should be made in person or in writing. This complaint will be subject to review and discussion by the PAC Board and Head Coach

Regarding PAC Board Member Conduct: Notify the Board President and Head Coach

Should a parent or swimmer feel a PAC Board Member's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and PAC Board President of this violation in person or in writing. If the PAC Board President is the Director whose conduct is in question, the PAC Board Vice President should be notified in writing or in person *instead of* the Board President. This complaint will be reviewed and discussed by the PAC Board President (or VP) and Head Coach.

FOLLOW UP

A key element of the grievance resolution process will involve follow-up actions that will occur after the outcome(s) have been communicated. These actions may include periodic checks on swimmers, staff, and parents involved in the grievance to assure that behaviors and actions have been adjusted in accordance with the grievance resolution. If not, corrective actions will be taken. Once again, 757swim's top priority is to provide a safe environment for its swimmers, families, staff, and visitors.

APPEALS PROCEDURE

If after everything, the situation persists or if you are not happy with the decision, you have 7 days to appeal Cavalier Aquatics' decision to the Head Coach and PAC Board President. If one of them is who the initial grievance was filed against, then send your appeal instead to the Vice President.

[Anonomous reporting form.docx](#)