



## Grievance Procedure for Poseidon Swimming

### **Purpose:**

Your safety is paramount to Poseidon Swimming 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 Coaches Code of Conduct, please reach out to either Coach Ted at [tedpsdn@poseidonswimming.com](mailto:tedpsdn@poseidonswimming.com), Coach Joss at [josspsdn@poseidonswimming.com](mailto:josspsdn@poseidonswimming.com), or the President of Board of Directors, Kelly Fisher at [president@poseidonswimming.com](mailto:president@poseidonswimming.com). Coaches who wish to file a complaint against another coach should contact the President of the Board Directors.

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 Virginia Swimming's SafeSport coordinator, Maureen Tolliver at [safetychair@virginiaswimming.org](mailto:safetychair@virginiaswimming.org) or USA Swimming's Safe Sport [ssrp@usaswimming.org](mailto:ssrp@usaswimming.org). Anonymous reporting can be completed [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 use the [online reporting form](#), call (720) 524-5640, or find more information at <https://uscenterforsafesport.org>. Certain people are **REQUIRED** to report misconduct, and information on mandatory reporting requirements can be found [here](#). If you need guidance, please contact our SafeSport Coordinator, Jenn Walker, [jennwalker.psdn@gmail.com](mailto:jennwalker.psdn@gmail.com).

**Procedures:**

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

- Swimmers or parents who have a grievance with another swimmer, parent, assistant coach, or official should contact Coach Ted or Coach Joss in writing within two weeks of the date of occurrence. Coach Joss and Coach Ted 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 in more detail in the Swimmer, Parent, and Coaches Codes of Conduct.
  - For bullying concerns, please also see [Poseidon's Bullying Policy](#).
- If you are not satisfied with the decision reached by Coach Ted or Coach Joss (or if a decision is not rendered in the time frame discussed above), you must refer the matter to the Poseidon Board of Director President, Kelly Fisher at [president@poseidonswimming.com](mailto:president@poseidonswimming.com) within three working days of notification of Coach Ted or Coach Joss's decision (or the end of the time frame discussed above). The President will meet with Coach Ted and/or Coach Joss, and you will be notified of their decision.
- Any complaints about Coach Ted or Coach Joss should be referred to the Poseidon Board of Director President, Chris Jaeger, within two weeks of the date of occurrence. The Board President 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. Disciplinary action that may be required. Decisions made by the Board of Directors are final.