Grievance Procedure
for New Berlin Swim Club

Purpose:

Your safety is paramount to New Berlin Swim Club 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, please reach out to either your swimmer's coach or Coach Katie at nbscswim@hotmail.com or Coach Murphy at nbscsafesport@nbswim.org. Coaches who wish to file a complaint against another coach should reach out to the Club President or Vice President.

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 NBSC's SafeSport coordinator, Murphy Freal at nbscsafesport@nbswim.org.

If your concern relates to sexual misconduct, sexual harassment, or sexually explicit communication 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.safesport.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, Coach Murphy.

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 New Berlin Swim Club 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 Murphy in writing within two weeks of the date of occurrence. Coach Murphy 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 Coach Codes of Conduct.

Any complaints about Coaching Staff should be referred to NBSC Club President, Brad Sowa or Vice President Andy Zahn, within two weeks of the date of occurrence. The Board of Directors 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.