



## Ozaukee Aquatics Safe Sport Grievance Policy

### **Policy Goals**

The Ozaukee Aquatics Swim Club is committed to providing a safe and supportive environment for its coaches and swimmers. As part of this commitment, OZ has established a procedure to resolve grievances regarding the conduct of swimmers and coaches. This procedure is intended to (1) place primary responsibility with the OZ coaches to resolve disputes between swimmers and take necessary disciplinary action regarding inappropriate conduct by swimmers; and (2) provide a timely and equitable procedure for the review of the coaches' disciplinary decisions, and for addressing issues regarding coaches' conduct.

### **Coaches Responsibilities**

The OZ coaches have the initial responsibility to:

1. Assess swimmer behavior as dictated by the Ozaukee Aquatics Code of Conduct and all other policies and procedures.
2. Discipline swimmers for inappropriate conduct and violation of the Code of Conduct or any other policy or procedure.
3. All OZ coaches are authorized to take immediate disciplinary action, if appropriate and necessary under the circumstances, to ensure the safety of all swimmers.
4. It is expected that the coaches will use their reasonable discretion in imposing any discipline and that any disciplinary action will take into account:
  - a. The nature and severity of the conduct.
  - b. Any prior disciplinary actions regarding the swimmer.
  - c. The adverse effect of the conduct on other swimmers.
  - d. Application of the Code of Conduct.

Examples of disciplinary action include verbal warning, temporary *time out* from practice, notification to the swimmer's parents, temporary suspension from some or all of OZ activities, and expulsion from OZ. These examples are not exclusive, and it is expected that the coaches will exercise their discretion to fashion an appropriate disciplinary action. However, the coaches will take any immediate action that is necessary under the circumstances to ensure the safety of swimmers.

### **Categories of Complaints:**

1. Conduct of a Swimmer
2. Conduct of an Assistant Coach
3. Conduct of the Head Coach
3. Conduct of a Parent

### **Registering a Grievance:**

1. Conduct of a Swimmer - Should a parent/swimmer feel another swimmer's conduct is inappropriate or violates the Athlete Code of Conduct, the parent/swimmer should discuss these concerns as soon as is reasonable given the circumstances with the coach responsible for the swimmer that is the subject of the possible violation. This complaint should be made in person or in writing.

2. Conduct of an Assistant Coach – Should a parent or swimmer feel an Assistant Coach's conduct is inappropriate or in violation of any team policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing.

3. Conduct of the Head Coach – Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any team policies or procedures, the parent/swimmer should notify the OZ Safe Sport Coordinator and remaining club board members. This complaint should be made in person or in writing.

4. Conduct of a Parent – Should any person feel a parent is acting in an inappropriate way or violates any team policies or procedures, the parent/swimmer should notify the Head Coach of this violation. The complaint should be made in person or in writing.

### **Grievance Procedure:**

1. After an initial conduct review, any disciplinary action will be the responsibility of the Head Coach. A decision, and/or disciplinary action, will be issued as soon as reasonably possible.

a. If the parent/swimmer registering the complaint feels the Head Coach's disciplinary action is insufficient or unsatisfactorily resolves the issue, the parent/swimmer may appeal the decision to the Head Coach in writing within 7 days of the initial complaint. A decision, and/or disciplinary action, will be issued by the Head Coach as soon as reasonably possible. Failure of the Head Coach to address the parent/swimmer concerns in a timely manner is a basis for requesting an appeal.

b. If the parent/swimmer registering the complaint appeals to the Head Coach **and** feels his decision/disciplinary action is insufficient or unsatisfactorily resolves the issue, the parent/swimmer may appeal to the Ozaukee Aquatics Safe Sport Coordinator and club board members.

c. The decision of the Ozaukee Aquatics Safe Sport Coordinator and club board members regarding any complaint, and any resulting disciplinary action, is final.