

WETT SWIM CLUB GRIEVANCE PROCEDURE

WETT Swim Club Grievance Procedure

Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

WHERE TO REPORT:

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

- U.S. Center for SafeSport: 833-5US-SAFE (587-7233) or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution of illegal drugs:

- USA Swimming Safe Sport: safesport@usaswimming.org or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- Local 911 and/or Child Protective Services (CPS).

Either of the above-mentioned situations can be anonymously reported by texting to 888-270-SWIM (7946) or to local 911 or CPS.

Remember the minute you even suspect abuse, report, do not investigate, do not hesitate, the authorities having jurisdiction and experience in these situations will know how assess. The important thing is to make the situation safer for that child.

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the WETT Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

Issues are handled at the club level following the procedures outlined below.

To notify of a grievance

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 WETT's 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. Coaches will ensure WETT Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Age Group Coach - Contact the Head Coach

- Should a parent or swimmer feel an Assistant or Age Group 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. The Head Coach will ensure that WETT's Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding Conduct of Head Coach – Notify WETT's 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 President of the Board of Directors 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 member of the Board of Directors, with notification made in writing to the President. This complaint will be subject to review and discussion by the full Board of Directors.

Regarding Board of Director Member Conduct – Notify WETT's Board President

- Should a parent or swimmer feel a board member's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Board President of this violation in person or in writing. If the Board President is the member whose conduct is in question, the 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 full Board of Directors.

Regarding Parent or Swim Official Conduct - Notify the Head Coach and Board President

- Should a parent or swimmer feel another WETT's parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors.

Note: Except for issues which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during water time.

How grievances will be handled:

The Board of Directors have the authority to impose penalties for infractions of WETT Swim Club's Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and/or WETT's Board of Directors and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

1. Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on WETT's grievance procedure form.
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, as well as 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
 - d. Adverse effect of the misconduct
 - e. Application of the Code of Conduct

Decision Procedure

1. If the person is not satisfied with the conduct or action of the coach, the person may request that the coach's decision or actions be reviewed by the Head Coach. Absent circumstances beyond the control of the person, any requests for review must be made within 7 days of the date the coach relays his or her decision to the person.
2. It is expected that the coach will convey his or her decision as soon as reasonably possible considering the circumstances. The failure of a coach to timely decide is a basis for requesting review.
3. Absent circumstances beyond the control of the person, any request for review must be made in writing (including email), to the President within 7 days of the date the Head Coach notifies the person of his or her decision.
 - a. Upon receipt of the request for review, the Board will investigate which is reasonable regarding the nature of the issue, to obtain the necessary facts. It is expected that this investigation would normally include personal interviews with the parties involved and may include written testimony.
 - b. Any disciplinary action issued will be stayed while the action is being reviewed.
4. Upon completion of the investigation, the Board will hold a meeting and decide upon an appropriate response. The response may include affirming the decision of the Head Coach or revising the decision as the Board deems appropriate. Except in unusual circumstances, the Board will hold its meeting within 7 days of completing its investigation.
 - a. The President will notify the person requesting review of the date and time that the request for review will be considered. The President will allow appropriate time, in the President's discretion, for the person to advise the Board of the nature and reasons for disagreement with the decision. No testimony will be heard by the Board.
 - b. All proceedings regarding the request for review will be in Executive Session, and swimmers, coaches, parents, and involved persons may not attend. Immediately after the review, the Board will determine whether to affirm or modify the decision of the Head Coach. Neither the person requesting review, nor the other involved persons may be present during this determination.
 - c. The decision of the Board must be agreed to by a majority of the members of the Board present and participating in the review. If a majority decision cannot be reached, the decision of the Head Coach will be automatically affirmed.

- d. The decision of the Board will be conveyed in writing to the Head Coach and the person requesting the review. Within 3 days of its determination, the President will relay in writing the decision of the Board of Directors to the person requesting review.
- e. All the proceedings of the Board, including the ultimate decision, will be kept private.
- f. The decision of the Board of Directors is final and not subject to further review.