



HRA GRIEVANCE PROCEDURE

The Highlands Ranch Aquatics (HRA) 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:

- Douglas County's Sheriff's Office: (303) 660-7505

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

- These issues are handled at the club level following the procedures outlined below.

WHOM TO NOTIFY OF A GRIEVANCE (Chain of Command):

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

Regarding Conduct of Head Coach – Notify the HRA 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 the HRA Board President

- Should a parent or swimmer feel a Director'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 Director 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 HRA 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 HRA'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 HRA'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 the HRA 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



HRA GRIEVANCE PROCEDURE FORM

This form is based off the USA Swimming SafeSport Reporting Form. Please complete and submit it to the proper responsible party as noted in the HRA Grievance Procedure.

Person Being Reported

Provide as much information as possible about the person you are reporting.

First name *

Last name *

Age or Approximate Age

Gender Female Male

Club Affiliation (or None) *

Position(s) this individual holds or held * Head Coach Assistant Coach
 Athlete Official
 Other

Alleged Offense Information

Provide as much specific information as you are able.

Type of Offense (select all that apply) * Physical Abuse Inappropriate Communication
 Sexual Abuse Inappropriate Touching
 Travel Policy Violation Other

Location that the incident(s) took place. Enter Unknown or city, state, specific location, etc *


Dates(s) of Alleged Offense


Description of Alleged Offense (include as much detail as possible) *

Knowledge of victim(s) involved in the alleged offense I am not aware of any victim(s) involved in the alleged offense
 I am aware of a victim(s) involved

Victim or Victims

If you are the victim and wish to remain anonymous, you may do so. In that case, please enter your name as Anonymous. You may also be unaware of who the victim is. In that case, please enter Unknown.

First Name (or Anonymous or Unknown) * 

Last Name (or Anonymous or Unknown) * 

Age or Approximate Age

Club Affiliation (or None)

Additional Information

Fill this section out if additional victims are involved.

First Name

Last Name

Age or Approximate Age

Club Affiliation (or None)

Gender Female Male

Additional Information

Individual(s) Who May Have Additional Information

List anyone who may be able to provide **additional information** regarding the alleged offense. We will not identify you when we contact these individuals.

First Name

Last Name

Phone (include area code)

E-mail Address

Club Affiliation (or None)

First Name

Last Name

Phone (include area code)

E-mail Address

Club Affiliation (or None)

Report Submitted By

You may remain anonymous if you wish. However, providing your information is vastly helpful to a swift and effective investigation. All reports are kept strictly confidential by Safe Sport Program staff. A person reporting alleged misconduct should not fear any retribution and/or consequence when filing a report he/she believes is true. Retaliation of a report made in good faith is a violation of the USA Swimming Code of Conduct.

First Name (or Anonymous or Unknown) * ?

Last Name (or Anonymous or Unknown) * ?

Phone (include area code)

E-mail Address ?

USA Swimming Member * Yes No Not Sure

LSC ▼

Club Affiliation (or None)

Relationship to victim (if any) Self Parent/guardian
 Other family member Friend or Acquaintance
 Club member Coach or volunteer
 Prefer not to say Other

Other Information

Enter any other information that you feel would be helpful to an investigation of the alleged offense you have reported: