



Pueblo Swim Club GRIEVANCE PROCEDURE

Pueblo Swim Club expects excellence from its coaches, Board members, parents, and swimmers and it is committed to excellence and safety. Whenever undesirable circumstances, situations, and behaviors happen, individuals or groups must be held accountable for behaviors, words, and actions that do not represent the values and conduct expected from USA Swimming and Pueblo Swim Club members.

The Pueblo Swim Club Grievance Procedures give swimmers, parents, coaches, Board members, and employees a way to address and report grievances in a productive, systematic way that allows the appropriate parties to investigate and intervene, and take disciplinary action when needed.

TYPES OF GRIEVANCES

1. Swimmer conduct
2. Assistant or Age Group Coach Conduct
3. Head Coach Conduct
4. Board of Directors Member Conduct
5. USA Swim Official or swim team parent conduct

HOW GRIEVANCES WILL BE HANDLED

The coaches and Board of Directors have the authority to impose penalties for infractions of the PSC Athlete Code of Conduct listed above 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 PSC Board of Directors and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, and expulsion. USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a swimmer violates the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

1. **Gathering Information:** The appropriate individuals will reach out to the person who filed the grievance and the person against whom the grievance is being filed to ask questions about what happened. Other witnesses may be contacted for more information, as well.
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, and 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 against swimmer
 - d. Adverse effect of the misconduct on other swimmers
 - e. Application of the Code of Conduct



WHOM TO NOTIFY OF A GRIEVANCE (The 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 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.

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.

Regarding Conduct of Head Coach – Notify the PSC 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 PSC Board President and Head Coach

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 Head Coach and 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 and Head Coach.

Regarding Parent or Swim Official Conduct-Notify the Head Coach or any Board Member

Should a parent or swimmer feel another PSC parent'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 and Head Coach.

REPORTING PROCEDURES WHEN DEALING WITH A SAFE SPORT CONCERN

i. For all issues dealing with:

- Peer-to-Peer Bullying
- Adult-to-Athlete Bullying
- Parent Issues/Parent Complaints
- Violations of team rules and team code of conduct



- Violations of the team policies including the team's Minor Athlete Abuse Prevention Policy

Please make a report to your team's Safe Sport Coordinator. You can use the provided letter to assist you in beginning this process ([Copy and paste link in browser for sample letter/email](https://www.usaswimming.org/docs/default-source/safe-sportdocuments/reporting/draft-email-for-club-concern.docx): <https://www.usaswimming.org/docs/default-source/safe-sportdocuments/reporting/draft-email-for-club-concern.docx>)

Pueblo Swim Club Safe Sport Coordinator: Yaneth Correa, bedoyacorreas@gmail.com, (757)3193374

ii. For all issues dealing with:

- Criminal Charges
- Physical or Emotional Misconduct
- USA Swimming Code of Conduct Violations
- Violations of USA Swimming Safe Sport Policies including USA Swimming's Minor Athlete Abuse Prevention Policy

Report your concern to USA Swimming using any of the following:

[Online Reporting Form](#): Copy and paste link below in browser.

<https://fs22.formsite.com/usaswimming/form10/index.html>

[Email USA Swimming](#): Copy and paste email address below.

safesport@usaswimming.org

[Contact USA Swimming](#): Copy and paste link below in browser.

<https://www.usaswimming.org/safe-sport/safe-sport-staff-directory>

iii. For all issues dealing with:

- Sexual Misconduct
- Sexual Harassment
- Sexually Explicit/Inappropriate Communication through Social Media

You can also report issues dealing with:

- Physical or Emotional Misconduct
- Violation of the Minor Athlete Abuse Prevention Policy

Report your concern to U.S. Center for SafeSport, which has **exclusive** jurisdiction with these issues, using any of the following:



Call: 833-5US-SAFE (587-7233)

[Online Reporting Form](#): Copy and paste link below in browser.

<https://safesport.i-sight.com/portal>

[U.S. Center for Safe Sport](#): Copy and paste link below in browser.

<https://uscenterforsafesport.org/>

APPEALS PROCEDURE

Any initial conduct review and disciplinary action will be the responsibility of the initial person(s) responsible for officially receiving said grievance (see "to whom to report" above). A decision, and/or disciplinary action, will be issued as soon as reasonably possible. If a Parent/Swimmer who registers the complaint with an Assistant or Age Group Coach feels the disciplinary action is insufficient or unsatisfactorily resolves the issue, or if the responsible coach fails to address the parent/swimmer's concerns in a timely manner, 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.

If the parent/swimmer who registers the complaint appeals the Responsible Coach's conduct review and/or disciplinary action to the Head Coach **and** feels the Head Coach's decision/disciplinary action is insufficient or unsatisfactorily resolves the issue, or if the Head Coach fails to address the parent/swimmer's concerns in a timely manner, the parent/swimmer may request that the full Board of Directors review all disciplinary actions and any appeals to the Head Coach up to that point by the full Board of Directors. The decision of the Board of Directors in regard to any complaint, and any resulting disciplinary action, is final.