



Grievance Procedure for Colorado Springs Area (COSA) Swimming

Approved August 1, 2021

The COSA Swimming Grievance Policy outlines guidance and procedures to give swimmers, parents, coaches, leadership, 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.

There are occasions when a problem arises in a team (for example, fighting or bullying) where immediate action is required. A temporary suspension or exclusion from a single training session can be given by the coaches. A report should then be made, within 24 hours, to the COSA Swimming General Manager, who then should follow the procedures outlined below.

With the exception of issues that immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session and coaches should not be expected to deal with issues during water time.

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 Safe Sport. You can reach out to USA Swimming Safe Sport Director via SafeSport@USASwimming.org. Anonymous reporting can be completed here:

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

If your concern relates to sexual misconduct, sexual harassment, or sexually explicit communication through any media, please contact the U.S Center for Safe Sport to

make a report immediately. You can report your concern online or call 833-5US-SAFE (833-587-7233). More information can be found at <https://safesport.i-sight.com/portal>.

TYPES OF GRIEVANCES

1. Swimmer Conduct
2. Assistant or Age Group Coach Conduct
3. Head Coach Conduct
4. Employee Conduct (non-swim team employees)
5. USA Swim Official or Swim Team Parent 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. Coaches will ensure that the General Manager is notified of the complaint and participates in assessing behavior.

Regarding the Conduct of a Coach - Contact the General Manager

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 General Manager of this violation. This complaint should be made in person or in writing. The General Manager will ensure that the CEO is notified of the complaint and participates in assessing behavior.

Regarding Conduct of the General Manager – Contact the CEO

Should a parent or swimmer feel that the General Manager's conduct is inappropriate or violates any club policies or procedures, the parent/swimmer should notify the CEO. This complaint should be made in person or in writing. The CEO will assess the behavior and report to USA Swimming or the appropriate body if necessary.

Regarding Parent or Swim Official Conduct – Contact the General Manager

Should a parent or swimmer feel another COSA Swimming parent's conduct is inappropriate or violates any club policies or procedures, the parent/swimmer should notify the General Manager of this violation in person or in writing. This complaint will be reviewed and discussed by the General Manager and the CEO.

HOW GRIEVANCES WILL BE HANDLED

The General Manager and the CEO have the authority to impose penalties for infractions of the COSA Swimming 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 owners 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 coach, parent, or 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. All information will be recorded on the COSA Swimming Incident Report 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, and applicable local and state laws. Colorado Safe Sport Chairperson will be notified of the incident.
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