



# Policies and Procedures

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1. REPORTING - At the discretion of the General Chair a panel may be assigned to investigate any matter brought to their attention by the submission of a written complaint.
2. INVESTIGATION - The investigative panel shall determine if there is sufficient merit to justify a hearing by the NJSI Board of Directors and shall notify the General Chair of their findings.
  - a. The General Chair shall either schedule a hearing or shall notify the complainant in writing of the decision to dismiss (i.e., not hear the matter).
  - b. Any decision of the General Chair to dismiss a matter shall be binding on the whole NJSI Board of Directors.
3. RESOLUTION – Where appropriate, an investigative panel may work with the complaining party to broker a solution to a problem.
  - a. Where a satisfactory solution cannot be found, the complaint shall continue through the review process in accordance with the process outlined above, the NJSI bylaws, and ultimately, the USA Swimming bylaws and policies and procedures.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	06/23/2023	Restructure of P&P / whole document	E.Harse	BOD	NJS-0001