



## ***Coral Springs Swim Club - Grievance Procedure***

The CORAL SPRINGS SWIM CLUB supports everyone to participate in a safe environment, develop friendships and have fun. No one should be subjected to discrimination, harassment, hazing, bullying or abuse. If you believe this behavior is occurring, you have every right to make a complaint. The CORAL SPRINGS SWIM CLUB follows policies and procedures recommended by the 2017 USA Swimming Athlete Protection Policy (see attachment). When dealing with complaints, you can try to take a few steps to prevent it from happening again, which include the following options:

- Try to sort the matter out yourself;
- Have informal discussions with the other party;
- Mediation;
- File a formal written complaint, describing the incident to the President of the Board;
- If additional evidence or relevant information is presented after the disciplinary action has been taken, you may appeal in writing to the President of the Board of Directors.
- Refer or file a complaint with an external authority (e.g. police, child protection or anti-discrimination agency).

As a member of the CORAL SPRINGS SWIM CLUB, you have a choice in how you would like your complaint dealt with. In some cases though, the club may have a duty of care and be required to act, irrespective of how you would like the complaint handled (e.g. if a child is believed at risk of harm).

**Filing a complaint:** You must contact the President of the CORAL SPRINGS SWIM CLUB Board of Directors. Contact Information is available at the CORAL SPRINGS SWIM CLUB's website. If information is not available, you should contact the CORAL SPRINGS SWIM CLUB Head Coach directly (Bruno Darzi – Bruno.darzi@gmail.com).

File your complaint at the level at which the issue occurs (e.g. if it's a CORAL SPRINGS SWIM CLUB issue, then it should be dealt with at the local level; if it's a state or national issue direct it to the appropriate authority).

If you are worried that a child is at risk, report your suspicions immediately to the CORAL SPRINGS SWIM CLUB Safe Sport Chair, your Local Swimming Committee (Florida Gold Coast) Safe Sport Chair or an USA Swimming Safe Sport Staff Member and child protection authority (this is a legal requirement in some states).

**CORAL SPRINGS SWIM CLUB Safe Sport Chair:** **Christine Palumbo:** [swimcssc@swimcssc.com](mailto:swimcssc@swimcssc.com)

**FLORIDA GOLD COAST Safe Sport Chair:** Mike Averett: [safesport@fgcswim.org](mailto:safesport@fgcswim.org)

**USA SWIMMING Safe Sport Staff:** **Liz Hahn:** [ehahn@usaswimming.org](mailto:ehahn@usaswimming.org) or 719-866-3542

If the issue is serious (e.g. sexual harassment or physical assault) you can either lodge a complaint with your organization or contact your state's:

- Anti-discrimination agency if you want advice or to refer a complaint about discrimination and harassment, or the Florida Commission on Human Relations (<https://fchr.myflorida.com/>)



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- Police department to report allegations of assault or to request police assistance.

You can also contact either agency at any time during the complaint handling process.

**What to expect:** Members of the CORAL SPRINGS SWIM CLUB Disciplinary Committee will gather information about the incident by contacting all the parties involved. One or more members of the CORAL SPRINGS SWIM CLUB Disciplinary Committee will meet with all the involved parties, if deemed necessary. Communication may be done over the phone or by email in order to expedite the process. Upon completion of the investigation, the CORAL SPRINGS SWIM CLUB Disciplinary Committee will meet with the CORAL SPRINGS SWIM CLUB Head Coach to decide the proper disciplinary measures that need to be taken based on the CORAL SPRINGS SWIM CLUB's disciplinary code and procedures. Disciplinary actions will be taken, if necessary, and the parties will be contacted by one of the members of the committee.

Records of the incident and disciplinary actions taken by the committee will be kept for up to 5 years from the date of the incident.



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### Record of Complaint:

Name of the person receiving the complaint:	
Complainants' name:	
Complainants' contact information (email and phone number):	
Complainants' role with the club (circle one):	1. Parent 2. Athlete 3. Coach 4. Other _____
Name of the person complained about:	
Person complained about role with the club (circle one):	1. Parent 2. Athlete 3. Coach 4. Other _____
Location/ event of alleged incident:	
Description of alleged issue:	
Nature of complaint (circle one or more):	1. Harassment or Discrimination 2. Sexual 3. Coaching Methods 4. Verbal Abuse 5. Race 6. Bullying 7. Physical Abuse 8. Religion 9. Disability 10. Child Abuse 11. Other _____



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What you want to happen to fix issue:	
Information provided to them:	
Resolution and/or action taken:	
Follow-up Action:	



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### **ARTICLE 305**

#### **MINOR ATHLETE ABUSE PREVENTION POLICIES**

The following policies related to Athlete Protection are mandatory components of the USA Swimming Code of Conduct:

305.1 Clubs shall establish their own action plans for implementing the Minor Athlete Abuse Prevention Policies.

305.2 Clubs shall establish their own anti-bullying policy. USA Swimming shall provide a model policy as an example, which shall serve as the default for any club that fails to establish its own policy. Club anti-bullying policies should be reviewed and agreed to annually by all athletes, parents, coaches and other non-athlete members of the club.

305.3 Clubs shall establish their own photography policy. USA Swimming shall provide a model policy as a template, which shall serve as the minimum policy for all clubs. Club photography policies shall be reviewed and agreed to annually by all athletes, parents, coaches, and other non-athlete members of the club.

### **ARTICLE 306**

#### **CHILD ABUSE REPORTING REQUIREMENTS**

**306.1** Pursuant to federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 720-531-0340 or online at [www.uscenterforsafesport.org/report-a-concern](http://www.uscenterforsafesport.org/report-a-concern). Various state laws may also require reporting to law enforcement or to a designated child protection agency.

**306.2** Filing a knowingly false allegation of child abuse and sexual misconduct is prohibited and may violate state criminal law and civil defamation laws. Any person making a knowingly false allegation of sexual misconduct shall be subject to disciplinary action by USA Swimming.

**306.3** Neither civil nor criminal statutes of limitation apply to reports of cases of sexual abuse.

### **ARTICLE 307**

#### **PROHIBITIONS AGAINST RETALIATION**

#### **FOR GOOD FAITH REPORTING OF ABUSE**

307.1 No Member shall retaliate against any individual who has made a good faith report under 306.1 or 304.3.14.



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307.2 For the purposes of 307.1, there shall be a rebuttable presumption that any adverse action regarding the employment, membership, or other material rights of an individual who has made a good faith report under 306.1 or 304.3.14 within 90 days of a report is retaliatory. An adverse action includes, without limitation: discharge or termination; demotion or reduction in compensation for services; or the removal of or from, or restrictions on, access to facilities, team activities or team membership privileges.