



## GRIEVANCE PROCEDURE

### **The Purpose of our Grievance Policy:**

Greater Tampa Swim Association (GTSA) has created this document to make sure our swimmers, parents, and/or coaches know the procedures when there may be a complaint or concern. Everyone's safety is important to us at GTSA. If you witness or experience any actions or events that concern you or make you feel uncomfortable, it is important to talk to someone about it.

### **First Step is Who to Contact:**

If you have a concern relating to bullying, parent issues, unfair treatment, or violations of the Swimmer, Parent, or Coach Code of Conduct, please reach out to our Aquatics Director Todd Hoffmeier at [todd@swimgtsa.com](mailto:todd@swimgtsa.com). Coaches who wish to file a complaint against another coach should follow the GTSA Employee Handbook.

If you have a concern that relates to inappropriate behavior or activity that includes, but is not limited to, these following items:

- 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 SafeSport. You may contact USA Swimming SafeSport Director Elizabeth Hahn at [ehahn@usaswimming.org](mailto:ehahn@usaswimming.org). Anonymous reporting can be completed [here](#).

If your concern relates to sexual misconduct, sexual harassment, or sexually explicit communication through any media, please contact the U.S. Center for SafeSport to make a report immediately. You may call 833-5US-SAFE (587-7233) or [report your concern online](#). If you have any questions there is more information can be found at <http://www.uscenterforsafesport.org/>.

Certain people are **REQUIRED** to report misconduct. If you need any guidance, please contact our SafeSport Coordinator, Aquatic Director Todd Hoffmeier.

## **The Procedures of Filing a Grievance:**

Parents, swimmers and coaches are encouraged to talk with each other to resolve their problems or issues with each other. If this is not possible, you should know how to file a grievance as a member of GTSA:

- Parents or swimmers who have a grievance with another parent, swimmer, assistant coach, or an official should contact Aquatic Director Todd Hoffmeier in writing within two weeks of the date of occurrence. Todd Hoffmeier will discuss the problem in a timely and confidential manner. All information will be gathered regarding the situation, which may involve sit-down meetings with all those involved and any witnesses. Decisions will be made within two weeks of notification. Disciplinary action that may be required is explained in more detail in the Parent, Swimmer and Coach Codes of Conduct.

For bullying concerns, please review GTSA's [Bullying Policy](#).

- If you are not satisfied with the decision (or if a decision is not rendered in the time frame discussed above), you may reach out to the swim team president, within three working days of the notification of Aquatic Director Todd Hoffmeier decision. The swim team president will meet with Todd Hoffmeier, and you will be notified of their decision.
- If there are any complaints about the Aquatic Director Todd Hoffmeier you will be referred to the swim team president, within two weeks of the date of the occurrence. The swim team president will discuss the problem with you in a timely and confidential manner. All information will be gathered regarding the situation, which may involve sit-down meetings with all parties involved and any witnesses. Decisions will be made within two weeks of notification. Disciplinary action that may be required is outlined in the GTSA Employee Handbook.