



Spokane Waves Aquatic Team Grievance Procedure

The Spokane Waves Aquatics Team Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

WHERE TO REPORT:

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

- U.S. Center for SafeSport: 833-5US-SAFE (587-7233) or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution of illegal drugs:

- USA Swimming Safe Sport: safesport@usaswimming.org or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- Washington State Department of Children, Youth, and Families: 1.800.557.9671 or visit <https://www.dcyf.wa.gov/safety/report-abuse>

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the SWAT Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

- These issues are handled at the club level following the procedures outlined below.

WHOM TO NOTIFY OF A 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 SWAT 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 the SWAT Board of Directors is notified of the complaint and will participate in assessing behavior.

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. The Head Coach will ensure that the SWAT Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding Conduct of Head Coach – Notify the SWAT 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 the SWAT



Board Vice President/Safe Sport Coordinator or 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 SWAT Board President

- 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 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.

Regarding Parent or Swim Official Conduct - Notify the Head Coach and Board President

- Should a parent or swimmer feel another SWAT parent's or an official'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.

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

HOW GRIEVANCES WILL BE HANDLED

The Board of Directors have the authority to impose penalties for infractions of the SWAT 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 SWAT Board of Directors and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences.

As outlined in the SWAT Code of Conduct, the types of objectionable behavior shall be divided into three (3) classifications:

Class I Objectionable Behavior

Unacceptable behavior at SWAT swim team practices, competitions and team functions that include, but are not limited to: minor vandalism, being disruptive in practices or meets, bullying, harassment or any unsafe behavior that could result in injury, abusive language or behavior, insubordination to members of the coaching staff, chaperones, or others, inappropriate communication, behaviors, or interaction between any SWAT members (i.e. inappropriate texting messages or pictures, as well as inappropriate messages or pictures on any social media communications), and other acts of misconduct as determined by the coaching staff.

Disciplinary Procedure:

- *Handled by the Coaching staff. Discipline can include but is not limited to extra laps, clean-up duties, suspension from practice, and/or suspension from meet(s).*
- *Anytime a swimmer is removed from a practice session or meet, the parents and Board President will be notified.*
- *The swimmer and Coach will again review the team Code of Conduct. The Coach will maintain a record of each incident; including the date, description of the event, and*



swimmer(s) involved.

- Upon two or more dismissals, a meeting will be called involving the swimmer, the coach, the parents and the Board President.
- Three (3) Class I offenses within a continuous 24 month period will result in the offense being considered a Class II Objectionable Behavior.

Class II Objectionable Behavior:

Unacceptable behavior at the SWAT swim team practices, competitions and team functions that include, but are not limited to: Fighting, possession or use of illegal drugs, alcohol, or tobacco, theft, or significant vandalism, repeated Class I objectionable behaviors.

Disciplinary Procedure:

- Hearing before a Disciplinary Committee consisting of three members of the Board chosen by a majority of the Board.
- The Committee shall send notice of hearing to the Parent/Guardian and swimmer with parent/guardian and swimmer being given the opportunity to be present;
- The facts shall be presented by the Board President or his/her designee; the Head Coach shall be present in an advisory role.
- The Committee decision will be mailed to the parent/guardian and swimmer within one week of disciplinary hearing.

Recommended Discipline:

- 1st Offense - Suspension* from the team for a minimum period of seven (7) calendar days of the swimmer's season (these days may extend into the swimmer's next season, if needed).
- 2nd Offense - Suspension* from the team for a minimum period of thirty (30) calendar days of the swimmer's season (these days may extend into the swimmer's next season, if needed).
- 3rd Offense - Three shall be considered a violation of Class III Objectionable Behavior and handled according to the disciplinary proceedings of Class III Objectionable Behavior.

* Terms of suspension shall be spelled by the Disciplinary Committee and must be adhered to by the swimmer/parents in order to be reinstated by the Committee at the end of the suspension period. During the periods of suspension, swimmers remain a member of the Spokane Waves Aquatic Team and thereby all dues and fees are still due in full from the swimmer. The swimmer cannot be reinstated until any fees and/or dues that are in arrears are paid in full.

Class III Objectionable Behavior

Unacceptable Behavior (including, but not limited to): Sale or distribution of illegal drugs; conviction of felony and fighting that results in the severe bodily injury of any person (regardless whether at a club activity or not).

Disciplinary Procedure:

- Board shall send notice of hearing to the parent/guardian and swimmer.
- Hearing before a quorum of the Board with parent/guardian and swimmer being given the opportunity to be present; the facts shall be presented by the Board President or his/her designee; the Head Coach shall be present in an advisory role.



- *The Board decision to be mailed to the parent/guardian and swimmer within one week.
Recommended Discipline: Behavior may result in membership termination or other action as determined by the Board.*

The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.