

New England Swimming Board of Directors: Grievance Procedure

Approved at the December 17, 2021 Board of Directors Meeting

The Grievance Procedure provides New England Swimming Board of Directors members, Committee members and employees the first level of recourse to formally address a grievance within the New England Swimming Board of Directors. The procedure provides a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to properly report, review, intervene, and restore functional board relationships 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:

- Contact for local law enforcement and/or other state required agency.

For violations of the New England Swimming or the USA Swimming Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

- New England Swimming Admin Review Board:
https://form.jotform.com/73167119984972?_ga=2.88780379.1561349871.1636884346-1641785483.1621043201

WHOM TO NOTIFY OF A GRIEVANCE (Chain of Command)

Regarding Board of Director Member Conduct - Notify the New England Swimming Board Chair.

Should a board member feel a Director's conduct is inappropriate or violates any New England Swimming policies or procedures, the board member should notify the Board Chair of this violation in person or in writing. If the Board Chair is the Director whose conduct is in question, the Board Admin Vice Chair should be notified in writing or in person *instead of* the Board Chair.

If the Board Chair feels a Directors conduct is in question, the Board Chair will notify the Governance Committee Chair in writing or in person.

This complaint will be reviewed and discussed by the New England Swimming Governance Committee. The New England Swimming Governance Committee may facilitate a reparative conversation between the parties involved, using non-violent communication strategies and/or may propose additional courses of action. The Governance Committee will share their findings in a report to the full Board of Directors.

All New England Swimming Board of Directors are expected to use this procedure to resolve conflicts and concerns surrounding the Board prior to escalating issues to a higher level and/or outside of the organization.