

WESTTOWN AQUATIC CLUB

SafeSport Grievance Policy

2025 - 2026 Season

Westtown Aquatic Club

SafeSport Grievance Policy

At Westtown Aquatics, we prioritize open communication between parents, athletes, coaches, and staff. We recognize the trust parents place in our coaching team, as well as the significant role coaches play in a young athlete's development. Encouraging open, productive conversations about swimming performance, goals, social development, health, and behavior fosters a safe and positive sports environment where athletes can thrive.

Maintaining a safe, respectful, and transparent environment requires a collaborative effort from coaches, athletes, administrators, and parents/guardians. Reporting abuse or misconduct is essential to ensuring the well-being of all members. The process for handling reports depends on the nature and severity of the concern.

Below is a structured grievance process to help guide members in addressing concerns appropriately.

Reporting a Concern

If an athlete or family member has a grievance or concern, they should follow these steps:

- Discuss the complaint with the lead coach responsible for the swimmer, family member, or coach involved.
- If the concern involves a MAAPP (Minor Athlete Abuse Prevention Policy) or Safe Sport violation, it will be immediately escalated to the Safe Sport Coordinator, Melissa Ash, and handled according to USA Swimming's Safe Sport reporting procedures.

If the concern does not fall under Safe Sport, it will be handled as follows:

- The lead coach will work to resolve the issue between the affected parties.
- The lead coach will document the issue and copy all communication to JJ Rudisill.
- Once a resolution is reached, the lead coach will follow up with the complainant unless they were directly involved in the resolution process.

Documentation

The lead facilitator (coach or administrator handling the concern) will document the complaint and resolution, including:

- A summary of the complaint.
- Any evidence collected.
- A summary of the decision reached.

Escalation & Appeals

If a resolution is not reached, the complainant may appeal the decision by escalating the concern to JJ Rudisill for further review.

- The Aquatics Director will review all documentation and evidence, conduct interviews if necessary, and determine the appropriate outcome.
- Appeals will be reviewed within 7 days when possible.
- A formal response will be provided within a reasonable timeframe.
- The decision of the Aquatics Director is final.

Reporting SafeSport Violations

If an athlete, parent, or staff member witnesses a violation of MAAPP or Safe Sport policies, they should report it immediately using one of the following channels:

- USA Swimming Safe Sport Online Report:
www.usaswimming.org/protect
- USA Swimming Safe Sport Coordinator: 833-5US-SAFE (587-7233)
- Westtown Safe Sport Club Coordinator: **Melissa Ash**
- USASwimming SafeSport Phone Number: 719-866-4578
- US Center for SafeSport: 855-5US-SAFE

Examples of SafeSport violations include:

- Criminal activity, drug use/distribution, or physical abuse.
- Inappropriate physical contact (e.g., massages or rubdowns performed by coaches).

- A coach and athlete sharing a hotel room.
- Photos or videos taken inside locker rooms.
- Any violation of USA Swimming's Minor Athlete Abuse Prevention Policy (MAAPP).
- Sexual misconduct, harassment, or sexually explicit communication.

Certain individuals are required to report misconduct immediately under USA Swimming's Mandatory Reporting Rule. More information can be found on the USA Swimming website.



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