

Grosse Pointe Gators Swim Club Inc. Grievance Procedure (Updated December 14, 2020)

Grosse Pointe Gators Swim Club Inc. (“GPG”) has this grievance procedure to provide swimmers, parents, coaches, and Board members a system to address and report grievances in a productive, systematic way and aligned with GPG approved policies and codes of conduct. Following these procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed. Complaints can be made in person or in writing via email.

WHOM TO NOTIFY OF A GRIEVANCE (i.e. Chain of Command if directly impacted individuals are unable to resolve on their own)

Regarding the conduct of:

Contact:

A swimmer from a coach	The parent(s) of swimmer*
A swimmer from another swimmer or parent	The swimmer’s coach**
Parent of a swimmer from assistant/age group coach	The head coach**
Parent of a swimmer from head coach	GPG Board President
Swim official from coach, swimmer or parent	GPG Board President
An assistant or age group coach from another individual	The head coach**
The head coach from another individual	GPG Board President
Board of Director volunteer from another individual	GPG Board President
GPG Board President from another individual	GPG Board Vice President
A non-GPG coach/swimmer at a meet from GPG individual	Head meet official

**If a verbal warning has already been given, swimmer can no longer participate and needs to be picked up*

***Apart from issues that immediately affect the health and safety of swimmers, all matters should be discussed before or after a practice or swim meet, as coaches will not be asked to deal with grievances during water time*

HOW GRIEVANCES WILL BE HANDLED

The first resolution step should always be between directly impacted parties or primary contact above. If that is not possible, the Head Coach and/or GPG Board President will be made available to participate in assessing issue and work with the Executive Board in recommending next steps. If this does not resolve the issue or if neither the Head Coach nor Board President are available, a complaint may then be presented to any member of the Board of Directors, with

notification made in writing to the President. This complaint will then be subject to review and discussion by the full GPG Board of Directors as the final resolution step.

In cases where GPG Board of Directors are involved, the Board has the authority to impose penalties for infractions of the GPG Codes of Conduct, other Club Policies, and any behavior(s) deemed not conducive to the best interests of GPG or other swimmers. Consequences are at the discretion of the coaches and/or GPG Board and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents/guardians, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes for this final resolution step, and guidelines below will be used for determining any disciplinary actions:

1. Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the GPG grievance procedure form.
2. Assessing Behavior: The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.
3. Consequences will be given, and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:
 - a. Nature of the misconduct
 - b. Severity of the misconduct
 - c. Prior disciplinary actions
 - d. Adverse effect of the misconduct
 - e. Application of the Code of Conduct

Note: The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, official, 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.

WHERE TO REPORT:

For issues dealing with violations of the GPG Codes of Conduct, Bullying Policy, Minor Athlete Abuse Prevention Policy (MAAPP) or other GPG policy:

- These issues will be handled at the club level following the procedures outlined above

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

- U.S. Center for SafeSport: 720-524-5640 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:

- Michigan Department of Health and Human Services: Call 855-444-3911 or contact our local MDHHS Office at 313-578-5100 or email WC-CFSSouth-192@michigan.gov