



# Mantas Swim Club Reporting and Grievance Policy

## Policy Goals

The Mantas Swim Club (MSC) is committed to providing a safe and supportive environment for its coaches and swimmers. As part of this commitment, MSC has established a procedure to resolve grievances regarding the conduct of swimmers and coaches. This procedure is intended to (1) place primary responsibility with the MSC coaches to resolve disputes between swimmers and take necessary disciplinary action regarding inappropriate conduct by swimmers; and (2) provide a timely and equitable procedure for the review of the coaches' disciplinary decisions, and for addressing issues regarding coaches' conduct.

## Coaches Responsibilities

The MSC coaches have the initial responsibility to discipline swimmers for inappropriate conduct. It is expected that the coaches will use their reasonable discretion in imposing any discipline, and that any disciplinary action will take into account (1) the nature and severity of the conduct, (2) any prior disciplinary actions regarding the swimmer, (3) the adverse effect of the conduct on other swimmers, and (4) the application of the Code of Conduct.

Examples of disciplinary action include verbal warning, temporary *time out* from a practice, notification to the swimmer's parents, temporary suspension from some or all of MSC activities, and expulsion from MSC. These examples are not exclusive, and it is expected that the coaches will exercise their discretion to fashion an appropriate disciplinary action. However, the coaches will take any immediate action that is necessary under the circumstances to insure the safety of swimmers.

## Grievance Procedure

1. If a parent or swimmer feels it is necessary to raise the issue of inappropriate conduct by a member of MSC, the person should relay his or her concerns to a coach as soon as is reasonable under the circumstances. If the issue concerns a swimmer, it is expected that, if available, the report would be made to the coach for the swimmer who is the subject of the report. The report may be made orally, in writing or electronically. It is expected that within 24 hours of receiving a grievance report by a parent or swimmer that the notified coach will notify the President of the MSC Board of Directors of the grievance and its specifics. The notification of the President by the coach may be made orally, in writing or electronically.

If the report concerns the conduct of a coach, the report should be made to the coach who is the immediate supervisor of the coach who is the subject of the report. If the issue concerns the Head Coach, the report should be made to the President of the MSC Board of Directors. Otherwise, the report may be made to any member of the Board of Directors.

2. If a swimmer, or the parent of a swimmer, is not satisfied with the disciplinary decision of a coach directed at the swimmer, the person may request the review of the decision as specified in No. 1 above.

The following procedure applies to (1) a person making a report, as specified in No. 1 above, or (2) a swimmer or parent dissatisfied with a coaches' disciplinary action, as specified in No. 2 above. Collectively, the dissatisfied person is referred to as "the person".

3. If the person is not satisfied with the action of the coach, the person may request that the coach's decision be reviewed by the immediate supervisor of the coach. Once that decision is made, the person may ask that the decision of the supervising coach in turn be reviewed by that coach's immediate supervisor. As an example, decisions of the Assistant Coaches will be reviewed by the Head Age Group Coach. Decisions of the Head Age Group Coach will be reviewed by the Head Coach. Absent circumstances beyond the control of the person, any requests for review must be made within 7 days of the date the coach relays his or her decision to the person.

It is expected that the coach will convey his or her decision as soon as reasonably possible considering the circumstances. The failure of a coach to timely make a decision is a basis for requesting review.

The MSC Board of Directors is solely responsible for taking appropriate disciplinary action, at its discretion, regarding the Head Coach.



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4. If the person requesting the review is not satisfied with the decision of the Head Coach, the person may request in writing review by the full MSC Board of Directors. Any request for review must be made to the President of the Board of Directors. Except in circumstances beyond the control of the person, the request must be made within 10 days of the date the decision of the Grievance Committee is conveyed to the person.

a. The President will schedule appropriate time to consider the request for review at the Board meeting schedule to occur immediately following receipt of the request for review, provided that adequate time is available for the Board of Directors to prepare its presentation, the President determines that a quorum will be present and that adequate time to consider the request is available. If the review does not occur at the Board meeting, it must be considered at the next scheduled Board meeting.

c. The President will notify the person requesting review of the date and time that the request for review will be considered, and invite the person to attend the meeting. The President will allow appropriate time, in the President's discretion, for the person to advise the Board of the nature and reasons for disagreement with the decision of the Head Coach. No testimony will be heard by the Board.

d. All proceedings regarding the request for review will be in Executive Session, and MSC swimmers, coaches, and parents, may not attend. Immediately after the presentations by the person requesting review and the Chair of the Board of Directors, the Board of Directors will determine whether to affirm or modify the decision of the Head Coach. Neither the person requesting review nor the members of the Board of Directors may be present during this determination.

e. The decision of the Board of Directors must be agreed to by a majority of those members present and participating in the review (excluding the Board of Directors). If a majority decision cannot be reached, the decision of the Board of Directors will be automatically affirmed.

Within 3 days of its determination, the President will relay in writing the decision of the Board of Directors to the person requesting review and the Chair of the Board of Directors. The decision of the Board of Directors is final and not subject to further review.

6. The coach making the disciplinary decision will determine the beginning time and date for the imposition of the disciplinary action (*i.e.*, a verbal warning is effective immediately; a suspension may occur in the future).

a. Any disciplinary action will be stayed while the action is being reviewed pursuant to the provisions of the Grievance Policy.

b. Any disciplinary action which will result in a swimmer's exclusion from participation in an Minnesota Swimming, Inc. sanctioned swim meet will be subject to the review process as set forth in the Bylaws of Minnesota Swimming, Inc.