



Raleigh Swimming Association

www.swimrsa.org

GRIEVANCE PROTOCOLS

The Raleigh Swimming Association Grievance Protocols provide swimmers, parents, employees and the Board of Directors 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>
- Raleigh Swimming Association Safe Sport Coordinator: laura.hubbard@swimrsa.org or 919-859-4881

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:

- Wake County Department of Health and Human Services: 919-212-7000
- Wake County Department of Health and Human Services EMERGENCY: 919-212-7990

HOW TO REPORT INTERNALLY:

Issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the Raleigh Swimming Association Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy are handled by Raleigh Swimming Association according to the following procedures:

If reporting the conduct of a swimmer, contact the swimmer's Lead Coach:

- If a parent or swimmer feels another swimmer's conduct is inappropriate or violates the Raleigh Swimming Association Code of Conduct and/or the Minor Athlete Abuse Prevention Policy, the parent/swimmer should discuss these concerns with the Lead Coach of the swimmer responsible for the violation (Responsible Coach).
- This complaint should be made in person or in writing.
- Coaches will ensure the Director of Operations and the Raleigh Swimming Association Board President are notified of the complaint.
- The Head Coach, Lead Coach, Director of Operations (and the Board President, if necessary) will participate in assessing the behavior and determining the appropriate consequences.

If reporting the conduct of a coach other than the Head Coach, contact the Head Coach

(brent.stpierre@swimrsa.org) and the Director of Operations (laura.hubbard@swimrsa.org):

- If a parent or swimmer feels a coach's conduct is inappropriate or violates the Raleigh Swimming Association Code of Conduct and/or the Minor Athlete Abuse Prevention Policy, the parent/swimmer should notify the Head Coach and the Director of Operations of the violation(s).
- This complaint should be made in person or in writing.
- The Head Coach and Director of Operations will ensure that the Raleigh Swimming Association Board President is notified of the complaint.
- The Head Coach, Director of Operations and Board President, as well as additional Board Members, if warranted, will participate in assessing the behavior and determining the appropriate consequences.

If reporting the conduct of the Head Coach, contact the Director of Operations (laura.hubbard@swimrsa.org) and the Raleigh Swimming Association Board President (mary.holloway@swimrsa.org):

- If a parent or swimmer feels the Head Coach's conduct is inappropriate or violates the Raleigh Swimming Association Code of Conduct and/or the Minor Athlete Abuse Prevention Policy, the parent/swimmer should notify the Director of Operations and the Raleigh Swimming Association Board President of the violation(s).
- This complaint should be made in person or in writing.
- If the Director of Operations and the Board President are not immediately available, this complaint may be presented to 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.
- The Director of Operations and the Board of Directors will assess the behavior and determine the appropriate consequences.

If reporting the conduct of a member of the Board of Directors, contact the Director of Operations (laura.hubbard@swimrsa.org) and the Raleigh Swimming Association Board President (mary.holloway@swimrsa.org):

- If a parent or swimmer feels a Board Member's conduct is inappropriate or violates the Raleigh Swimming Association Code of Conduct and/or the Minor Athlete Abuse Prevention Policy, the parent/swimmer should notify the Director of Operations and the Raleigh Swimming Association Board President of the violation(s).
- This complaint should be made in person or in writing.
- This complaint will be subject to review and discussion by the full Board of Directors.
- The Director of Operations and the Board of Directors will assess the behavior and determine the appropriate consequences.

If reporting the conduct of the Board President, contact the Director of Operations (laura.hubbard@swimrsa.org) and the Raleigh Swimming Association Board Vice President (keith.shearin@swimrsa.org):

- If a parent or swimmer feels the Board President's conduct is inappropriate or violates the Raleigh Swimming Association Code of Conduct and/or the Minor Athlete Abuse Prevention Policy, the parent/swimmer should notify the Director of Operations and the Raleigh Swimming Association Board Vice President of the violation(s).
- This complaint should be made in person or in writing.
- This complaint will be subject to review and discussion by the full Board of Directors.
- The Director of Operations and the Board of Directors will assess the behavior and determine the appropriate consequences.

If reporting the conduct of a member parent or of a USA Swimming official, contact the Head Coach (brent.stpierre@swimrsa.org) and the Director of Operations (laura.hubbard@swimrsa.org):

- If a parent or swimmer feels a parent or USA Swimming official's conduct is inappropriate or violates the Raleigh Swimming Association Code of Conduct and/or the Minor Athlete Abuse Prevention Policy, the parent/swimmer should notify the Head Coach and the Director of Operations of the violation(s).
- This complaint should be made in person or in writing.
- The Head Coach and Director of Operations will ensure that the Raleigh Swimming Association Board President is notified of the complaint.
- The Head Coach, Director of Operations and Board President, as well as additional Board Members, if warranted, will participate in assessing the behavior and determining the appropriate consequences.

Please note the coaching staff is not available to discuss issues during practice with the exception of issues

which immediately affect the health and safety of swimmers. All matters that do not affect the immediate safety of the swimmers should be discussed before or after coaching, preferably in a scheduled appointment.

HOW RALEIGH SWIMMING ASSOCIATION HANDLES GRIEVANCES

The Board of Directors has the authority to impose penalties for infractions of the Raleigh Swimming Association Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of Raleigh Swimming Association or its members and/or participants.

Consequences are at the sole discretion of the staff and/or the Raleigh Swimming Association Board of Directors and may include, but aren't limited to, verbal warnings, practice dismissal, contacting parents, temporary suspension from Raleigh Swimming Association activities and expulsion. Involved parties will be informed of the processes and range of potential consequences.

The U.S. Center for Safe Sport, USA Swimming and local law enforcement (if applicable) will be contacted within twenty-four (24) hours if a staff member, Board member, official, parent, or swimmer violates the Safe Sport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Minor Athlete Abuse Prevention Policy, or local laws.

- 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 Raleigh Swimming Association Grievance Protocols Form.
- Assessing Behavior: The behavior of the person(s) against which the grievance was brought, will be assessed using Raleigh Swimming Association policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, Minor Athlete Abuse Protection Policy, as well as applicable local and state laws.
- 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:
 - Nature of the misconduct
 - Severity of the misconduct
 - Prior disciplinary actions
 - Adverse effect of the misconduct
 - Application of the Codes of Conduct, Safe Sport policies and Minor Athlete Abuse Protection Policies