



Las Cruces Aquatic Team (LCAT) Grievance Procedure

The LCAT Grievance Procedure provides swimmers, parents, coaches, club leaders, and employees 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>
- Safe Sport Resources: <https://www.teamunify.com/team/nmslcat/page/safe-sport>

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>
- Safe Sport Resources: <https://www.teamunify.com/team/nmslcat/page/safe-sport>

For issues dealing with known or suspected child abuse:

- Las Cruces Police Department: 575-528-4200
- Children Youth and Family Services: 855-333-SAFE [7233] or #SAFE from a cell phone

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the Las Cruces Aquatic Team Code of Conduct, and violations of the Minor Athlete Abuse Prevention Policy:

- These issues are handled at the club level following the procedures outlined below.

WHOM TO NOTIFY OF A GRIEVANCE (Chain of Command)

Regarding the Conduct of a Swimmer - Contact the swimmer's coach

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the LCAT Athlete Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the LCAT Board President is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant Coach - Contact the Head Coach

- Should a parent or swimmer feel an Assistant Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the LCAT Board President is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of Head Coach – Notify the LCAT Board President

- Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the President of the Board of Directors of this violation. This complaint should be made in person or in writing. If the President is 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 in closed session.

Regarding the Conduct of Board of Director Member - Notify the LCAT Board President

- Should a parent or swimmer feel a Director's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Board President of this violation in person or in writing. If the Board President is the Director whose conduct is in question, the Board Vice President should be notified in writing or in person *instead of* the Board President. This complaint will be reviewed and discussed by the full Board of Directors in closed session.

Regarding the Conduct of a Parent or Official - Notify the Head Coach and Board President

- Should a parent or swimmer feel another LCAT parent's or a official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors in closed session.

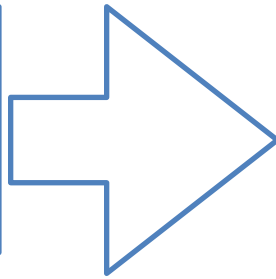
Note: With the exception of issues which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during water time.

HOW GRIEVANCES WILL BE HANDLED

The Board of Directors have the authority to impose penalties for infractions of the LCAT Athlete, Parent, and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and/or LCAT Board of Directors and may include, but are not limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities, and expulsion from the team. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming, and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, 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.

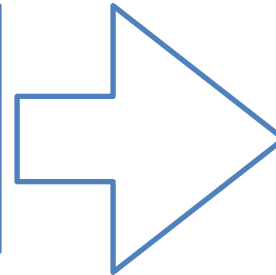
1. Gathering Information: The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information.
2. Assessing Behavior: The behavior 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:
 1. Nature of the misconduct
 2. Severity of the misconduct
 3. Prior disciplinary actions
 4. Adverse effect of the misconduct
 5. Application of the Code of Conduct

Concern
Regarding Conduct
of a Swimmer



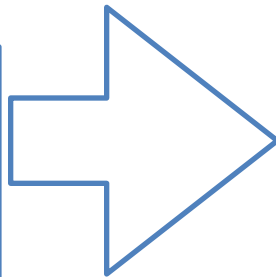
Contact
the
Swimmer's Coach

Concern
Regarding Conduct
of an Assistant Coach



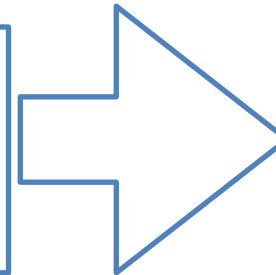
Contact
the
Head Coach

Concern
Regarding Conduct
of the Head Coach



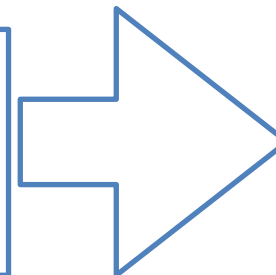
Contact
the
Board President

Concern
Regarding Conduct
of a Board Member



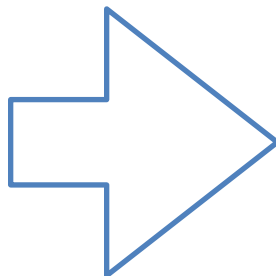
Contact
the
Board President

Concern
Regarding Conduct
of the Board President



Contact
the
Board Vice President

Concern
Regarding Conduct
of a Parent or Official



Contact the
Board President and
Head Coach