



## **Armada Grievance Procedure**

As per the Albany Armada Aquatics Code of Conduct & 3 R's, all athletes, parents and coaches are expected, and required, to act with INTEGRITY and RESPECT. This expectation is required of all athletes, parents and coaches and to all with whom we interact.

Grievance Policy outlines guidance and procedures to give swimmers, parents, coaches a way to address and report grievances in a productive, systematic way that allows the appropriate parties to investigate and intervene, and take disciplinary action when needed.

There are occasions when a problem arises in a club, for example fighting or bullying, where immediate action is required. A temporary suspension or exclusion from a single training session can be given by the coaches. A report should then be made, within 24 hours, to the Head Coach, Helen Garcia, [albanyarmada@gmail.com](mailto:albanyarmada@gmail.com)

With the exception of issues that immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session and coaches should not be expected to deal with issues during swim practice.

### **If your concern deals with any of the following:**

- Sexual Misconduct
- Sexual Harassment
- Sexually Explicit/Inappropriate Communication through Social Media

Contact the U.S. Center for Safe Sport to make a report. Use the online reporting form <https://fs22.formsite.com/usaswimming/form10/index.html>

Or call (720) 524-5640, or find more information at [www.uscenterforsafesport.org](http://www.uscenterforsafesport.org)

You are also encouraged to contact the Armada Safe Sport Coordinator, Carol Nip [raysun@gmail.com](mailto:raysun@gmail.com)

### **If your concern deals with any of the following:**

- Criminal Charges
- Use, Sale, or Distribution of illegal drugs
- Physical Abuse
- Inappropriate Touching
- Lap Sitting
- Coaches sharing hotel rooms with Athletes
- Rubdown or Massage performed by coaches
- Pictures or video taken in locker rooms or changing areas

- Violations of USA Swimming's Minor Athlete Abuse Prevention Policy (MAAPP)

Please contact Liz Hahn [ehahn@usaswimming.org](mailto:ehahn@usaswimming.org) at the National Office or complete the online reporting form: <https://fs22.formsite.com/usaswimming/form10/index.html>  
You are also encouraged to contact the Armada Safe Sport Coordinator, Carol Nip [raysun@gmail.com](mailto:raysun@gmail.com)

**If your concern deals with any of the following:**

- Peer to Peer Bullying
- Adult to Athlete Bullying
- Parent Issues
- Violations of team code of conduct

Please report the incident immediately to our Safe Sport Coordinator, Carol Nip [raysun@gmail.com](mailto:raysun@gmail.com). Bring the grievance to your group's direct Coach, either by emailing them or request a meeting. All meetings will take place in a public space and include the group's direct coach and one additional coach.

- Mini Blue & Blue Group: Coach Helen Garcia, [helenswim@gmail.com](mailto:helenswim@gmail.com)
- Yellow Group: Coach Miriam Benjamin, [miriambailabenjamin@gmail.com](mailto:miriambailabenjamin@gmail.com)
- Junior Group: Coach Jesus Salcedo, [jesswimming@gmail.com](mailto:jesswimming@gmail.com)
- Gold Group: Coach Helen Garcia, [helenswim@gmail.com](mailto:helenswim@gmail.com)

If the grievance has not been satisfactorily addressed by email or by an in person meeting the grievance report will be sent to the Head Coach.

The Head Coach will bring the parent, swimmer and coach(es) together and facilitate mediation to resolve the matter.

The coaching staff has the right to dismiss any athlete for behavior that is not consistent with the team's mission, values, and policies.