



Grievance and Reporting Policy

Purpose

To clearly explain procedures for the notification and handling a violation of any team policy, unless otherwise specified in that policy.

General Guidelines

If any swimmer, coach or parent/guardian has a concern, has witnessed a red flag behavior or a known policy violation the first step is to speak to the direct coach(es) of the swimmer or swimmers involved. If the direct coach is involved in the situation, unavailable or has not responded to the concern, then the Head Coach Ken Spencer coachken@smac.email should be contacted. In the circumstance that the concern is regarding both the direct coach and the Head Coach, then the Board President Jim Hong president@smac.email should be notified.

Please be aware of the appropriate timing to connect with a coach or board member. During practice the coach is responsible for the safety of swimmers on deck and in the water, so cannot adequately address a concern. It is best to e-mail or call the coach to arrange a mutually agreeable time to discuss the concern.

The violation of any SMAC team policy is subject to reporting and disciplinary action (see Parent/Athlete Code of Conduct)

If Concerns Deal 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

Please do not hesitate to contact the National US Center for Safe Sports through ehahn@usaswimming.org

Concern of Physical or Sexual Misconduct or Abuse

USA Swimming Rule Book (2016) Article 305 outlines examples of misconduct, club requirements for staff training and the requirement for all coaches and officials to undergo background checks. In addition, the USA Swimming Safe Sport handbook has detailed information regarding concerning behaviors and red flags. <http://www.usaswimming.org>

Any concern about physical or sexual misconduct or abuse should be brought to the attention of the Head Coach, Board President or if unavailable, another board member IMMEDIATELY. We encourage all parents, swimmers and coaches to be aware of what types of behaviors are red flags for progressing to abuse and report what they have witnessed even if they are not entirely sure it is an abusive behavior. The Safe Sport parent training module will be reviewed annually with the membership to allow parents and swimmers to better identify inappropriate behavior.

If there is any credible concern about physical or sexual abuse, law enforcement authorities, Child Protective Services and the USA Swimming athlete protection program office will be notified. If there is a question about whether a behavior or conduct violation is reportable, the USA Swimming athlete protection program office will be contacted for guidance. <https://www.usaswimming.org>

Guidelines for Coaches/Board Members

1. Respond immediately to any reported red flag or report of abuse by notifying the Head Coach and Board President or any board member. Confirm that there is no imminent danger. Notify USA Swimming Safe Sport office. (720) 524-5640 use the online reporting form <https://safesport.i-sight.com/portal> www.uscenterforsport.org
2. Get as much detailed information as you can from the person making the report and from any others who may have relevant information. If it involves a coach, review personnel records to determine if this is a first-time report or a recurrence.
3. Review findings with the Head Coach and Board President, or two uninvolved board members, to decide a course of action and take necessary disciplinary action. This includes reporting concerns of physical or sexual abuse to law enforcement, CPS and USA Swimming Athlete Protection Program.

4. Clearly document findings and steps taken.
5. The Head Coach and Board President will decide who else needs to know about the situation. This may include other coaches and other swimmers or parents, depending on circumstances. The goal is to prevent rumors spreading and provide a clear line of communication.
6. The Head Coach and the board will review all reports to determine if changes to training, monitoring, supervision or policies are necessary.
7. Please contact the U.S. Center for Safe Sport to make a report. Use the [online reporting form](#), call (720) 524-5640, or find more information at www.uscenterforsafesport.org.

Good Faith Reporting Protection

As outlined in section 307 of the 2016 USA Swimming Rulebook, no member or team shall retaliate against any individual who has made a good faith report of misconduct or abuse. Any adverse action regarding the employment, membership or other material rights of an individual who has made a good faith report within 90 days of that report is considered retaliatory. See Article 307.2 for full details of actions considered retaliatory.
