



Swim Excellence Academy

Grievance Policy

1. Purpose

Swim Excellence Academy is committed to providing a safe, inclusive, and respectful environment for all athletes, families, coaches, and volunteers. This grievance policy outlines how concerns related to behavior, safety, or policy violations will be addressed in alignment with USA Swimming's Safe Sport guidelines.

2. Scope

This policy applies to:

- Athlete-athlete, coach-athlete, and parent-coach interactions
- Violations of SEA's Code of Conduct or USA Swimming's Minor Athlete Abuse Prevention Policy (MAAPP)
- Bullying, harassment, or other misconduct within SEA activities

3. Reporting a Concern

Anyone may report a grievance. Reports may be submitted:

- **Verbally or in writing** to the SEA Safe Sport Coordinator or Head Coach
- **Directly to USA Swimming** for serious violations (e.g., abuse, criminal conduct)

4. Initial Review

Upon receiving a grievance:

- The Safe Sport Coordinator will acknowledge receipt within **3 business days**
- A preliminary review will determine whether the issue falls under SEA's jurisdiction or should be referred to USA Swimming or law enforcement

5. Investigation Process

If SEA handles the grievance:

- A designated panel (e.g., Safe Sport Coordinator, Board Member, Coach) will conduct a **confidential investigation**



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- All parties will have an opportunity to present relevant information
- The investigation will be completed within **14 business days**, unless extended for cause

6. Resolution and Outcomes

Following review:

- SEA will issue a written summary of findings and any corrective actions
- Possible outcomes include: education, mediation, suspension, or removal from SEA activities
- Appeals may be submitted to the SEA Board within **7 days** of the decision

7. Non-Retaliation

SEA prohibits retaliation against anyone who reports a grievance in good faith. Retaliatory behavior will be treated as a separate violation.

8. Recordkeeping

All grievances and resolutions will be documented and retained securely for a **minimum of 3 years**, in accordance with USA Swimming guidelines.