

SBA GRIEVANCE POLICY

PURPOSE OF POLICY:

South Bay Aquatics' Grievance Policy sets forth guidelines and procedures to provide any member of SBA (swimmers, parents, coaches, board members, and employees) a avenue to effectively address and report grievances to allow the proper parties to investigate/intervene and take the necessary disciplinary action if required.

WHEN AND WHERE TO REPORT:

Group Coach or Head Coach:

Instances that require immediate action like fighting or bullying should be reported to either the group coach or the head coach within 24 hours of the incident. The coach will then report to the board who will follow the procedures listed below. Possible outcomes can include temporary suspension or exclusion from practices or team events.

Directly to SafeSport:

Concerns relating to inappropriate behavior or activity including but not limited to the following:

- Violations of USA Swimming's Minor Athlete Abuse Prevention Policy (MAAPP)
- Pictures/videos taken in locker rooms or changing areas
- Inappropriate touching
- Coaches sharing hotel rooms with athletes (except parent-coach/own child only)
- Rubdowns or massages performed by coaches out of public view
- Physical abuse
- Use, sale or distribution of illegal drugs
- Criminal activity

Directly to USA Swimming: <https://www.usaswimming.org/safe-sport/report-a-concern> or at (719) 866-4578

Directly to SafeSport: <https://safesport.i-sight.com/portal> or at (833) 5US-SAFE. More information can be found at www.uscenterforsafesport.org.

SBA Safe Sport Contact: admin@southbayaquatics.org (619) 517-6180

TYPES OF GRIEVANCES

1. Swimmer conduct
2. Assistant or Age Group Coach Conduct
3. Head Coach Conduct
4. Employee Conduct (non-swim team employees)
5. Board of Director Member Conduct
6. USA Swim Official or swim team parent conduct

WHOM TO NOTIFY OF A GRIEVANCE (The Grievance Chain-of-Command)

Concern with a Swimmer's conduct - Contact the swimmer's direct coach

If a parent/swimmer feels a swimmer's conduct is inappropriate or violates the Athlete Code of Conduct, these concerns should be brought to the coach of the swimmer in question. The complaint should be made in person or by email within 24 hours of knowledge of the incident. Coaches will notify the Board of the complaint and will assist in assessing/addressing behavior.

Concern with an Assistant Coach's conduct - Contact the Head Coach

If any parent/swimmer feels an Assistant Coach's conduct is inappropriate or violates any SBA policy/procedure, they are directed to notify the Head Coach within 24 hours of knowledge of the incident. The complaint should be made in person or by email. The Head Coach will notify the Board of the complaint and will assist in assessing/addressing behavior.

Concern with the Head Coach's conduct – Notify the SBA Board

If any parent/swimmer feels the Head Coach's conduct is inappropriate or violates any SBA policy/procedure, they should notify the SBA Board within 24 hours of knowledge of the incident. The complaint should be made in person or by email. The Board will investigate/review and implement a resolution. Any board of director can be contacted; however, an email to president@southbayaquatics.org should be copied if submitting in writing to any member other than the president.

Concern with Board of Director Member's Conduct – Notify the SBA Board

If any parent/swimmer feels a Board Member's conduct is inappropriate or violates any SBA policy/procedure, they should notify the board as a whole with the exception of the violating member within 24 hours of knowledge of the incident. The complaint should be made in person or by email. The Board will investigate/review and implement a resolution with the rest of the Board of Directors.

Concern with a Parent or SBA Swim Official's conduct - Notify the Head Coach and the Board

If a parent/swimmer feels another SBA parent or SBA Swim Official's conduct is inappropriate or violates any SBA policy/procedure, the parent/swimmer should notify the Head Coach and the SBA Board in person or by email within 24 hours of knowledge of the incident. The complaint will investigate/review and implement a resolution with the full Board of Directors.

HOW GRIEVANCES WILL BE HANDLED

SBA athletes, parents, coaches and board of directors are all bound by the SBA Code of Conduct. The SBA Board of Directors shall have the authority to impose penalties for violations of any behavior(s) deemed detrimental to the best interests of SBA or other swimmers. Consequences are at the sole discretion of the coaches and/or SBA Board of Directors. These may include, but are not limited to, verbal warnings, dismissal from

practice, contacting parents, and expulsion. USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent or swimmer violates the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.

1. **Information Gathering:** The appropriate individuals will reach out to the person filing the grievance and the person against whom the grievance is filed to investigate what happened. Other witnesses may be contacted for more information. A complete narrative/report will be compiled consisting of both sides of the incident.
2. **Assessing Behavior:** The behavior of the person(s) against which the grievance is brought will be assessed using SBA policies, facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, and applicable local and state laws. All appropriate entities from the list will be notified of the incident.
3. **Consequences:** Disciplinary action will be taken if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:
 - a. Nature of the misconduct
 - b. Severity of misconduct
 - c. Prior disciplinary actions
 - d. Adverse effect of the misconduct
 - e. Application of the Code of Conduct