



## VACAVILLE SWIM CLUB - GRIEVANCE PROCEDURE(S)

The Vacaville Swim Club Grievance Procedure provides swimmers, parents, coaches, club leaders and employees with a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to thoroughly investigate, intervene, and take disciplinary action when necessary.

### 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>

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](mailto:safesport@usaswimming.org) or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- Contact Vacaville Police Department (707) 449-5200 and
- Solano Child Protective Services (800) 544-8696

Issues related to peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the Vacaville Swim Club Codes of Conduct and violations of the Minor Athlete Abuse Prevention Policy are handled at the club level following the procedures outlined below:

### WHOM TO NOTIFY OF A GRIEVANCE

#### 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 Vacaville Swim Club 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 that the Vacaville Swim Club head coach is notified of the complaint and will participate in assessing behavior.

### **Regarding the Conduct of an Assistant or Age Group Coach - Contact the Head Coach**

- Should a parent or swimmer feel an Assistant or Age Group 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 Vacaville Swim Club Head Coach will ensure that the Board of Directors is notified of the complaint and will participate in assessing behavior.

### **Regarding Conduct of Head Coach – Contact the Board of Directors**

- 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 Board of Directors, President, or Vice President of this violation. This complaint should be made in person or in writing.

### **Regarding Parent or Official Conduct – Contact the Head Coach**

- Should a parent or swimmer feel another Vacaville Swim Club parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Board of Directors, President or Vice President or Head Coach of this violation in person or in writing.

**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 practices.**

### HOW GRIEVANCES WILL BE HANDLED

The Board of Directors in conjunction with the Head Coach has the authority to impose penalties for infractions of the Vacaville Swim Club Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or its members. Consequences are at the sole discretion of the Board of Directors and Head Coach, and may include but are not limited to, *verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion*. Involved parties will be informed of the processes and range of potential consequences in writing within 72 hours of the report of the grievance. 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: Upon notification of an alleged grievance, the Board of Directors and/or Head Coach will assign a Conflict Resolution Team made up of Board members to investigate. The team 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. All information will be recorded on the Vacaville Swim Club Grievance Procedure Form (Page 3).
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:
  - a. Nature of the misconduct

- b. Severity of the misconduct
- c. Prior disciplinary actions
- d. Adverse effect of the misconduct
- e. Application of the Code of Conduct

4. The Head Coach and/or Conflict Resolution Team may enact discipline for athletes, parents and coaches through *verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities for up to one week. Suspension of extended duration and expulsion require Board action.*

5. All investigative material including findings and any disciplinary actions shall be documented in writing and retained for no longer than two years from the date of the grievance.

## VACAVILLE SWIM CLUB - GRIEVANCE FORM

GRIEVANT INFORMATION:	
NAME:	DATE FORM SUBMITTED:
TITLE/POSITION WITH VVSC:	MEMBER STATUS WITH VVSC Swimmers, Parents, Officials, & Volunteers
DETAILS OF EVENT LEADING TO GRIEVANCE	
DATE, TIME, AND LOCATION OF EVENT:	WITNESSES if applicable:
ACCOUNT OF EVENT:	VIOLATIONS:
Provide a detailed account of the occurrence. Include the names of any additional people involved.	Provide a list of any VVSC policies, procedures, or code of conduct rules that you believe have been violated in the event described.
PROPOSED SOLUTION:	

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Please retain a copy of this form for your own records. As the grievant, please provide your signature below, as it indicates that the information you've included on this form is truthful.

RECEIVED BY - PRINTED NAME AND  
SIGNATURE:

DATE: