



## Grievance Procedure for Hilltop Aquatics Swim Team

### **Purpose:**

Your safety is paramount to Hilltop Aquatics Swim Team and USA Swimming. If you experience or witness actions or events that concern you or make you feel uncomfortable, it is important to talk to someone about it. This document outlines the processes where a swimmer, parent, or coach can bring forward a complaint or concern.

### **Who to Contact:**

If you have a concern relating to bullying, parent issues, unfair treatment, or violations of the Swimmer, Parent, or Coach Code of Conduct, please reach out to either Head Dee Loose [coachloose@gmail.com](mailto:coachloose@gmail.com) or Age Group Coach Suzie Shepherdson at [sooz.shep@gmail.com](mailto:sooz.shep@gmail.com). Coaches who wish to file a complaint against another coach should contact DaNene Adamson at [hast@hilltopaquatics.org](mailto:hast@hilltopaquatics.org)

If your concern relates to inappropriate behavior or activity that includes, but is not limited to, the following:

- Criminal Activity
- Use, sale, or distribution of illegal drugs
- Physical abuse
- Inappropriate touching
- Coaches sharing hotel rooms with athletes
- Rubdowns or massages performed by coaches
- Pictures and/or videos taken in locker rooms or changing areas
- Violations of USA Swimming's Minor Athlete Abuse Prevention Policy (MAAPP)

Please report the incident immediately to SafeSport. You can reach out to Utah Swimming's SafeSport coordinator, Pierre Guzman, at [safesport@utahswimming.org](mailto:safesport@utahswimming.org). USA Swimming's Anonymous reporting can be completed [here](#).

If your concern relates to sexual misconduct, sexual harassment, or sexually explicit communication through any media, please contact the U.S. Center for SafeSport to make a report immediately. You can [report your concern online](#) or call 833-587-7233. More information can be found at [www.safesport.org](http://www.safesport.org). Certain people are **REQUIRED** to report misconduct, and information on mandatory reporting requirements can be found [here](#). If you

need guidance, please contact our HAST Safe Sport Representative, Coach Dee Loose at [coachloose@gmail.com](mailto:coachloose@gmail.com)

### **Procedures:**

Coaches, swimmers, and parents are encouraged to talk with each other to resolve their issues. However, if this isn't possible, members of Hilltop Aquatics Swim Team should know how to file a grievance:

- Swimmers or parents who have a grievance with another swimmer, parent, assistant coach, or official should contact Head Coach Dee Loose at [coach\\_loose@gmail.com](mailto:coach_loose@gmail.com) in writing within two weeks of the date of occurrence. Coach Crump and Coach Shepherdson will discuss the problem in a timely and confidential manner. All information will be gathered regarding the situation, which may involve sit-down meetings with all those involved and any witnesses. Decisions will be made within two weeks of notification. Disciplinary action that may be required is explained in more detail in the Swimmer, Parent, and Coach Codes of Conduct.
  - For bullying concerns, please also see HAST's [Action Plan to Address Bullying](#).
- If you are not satisfied with the decision reached by Coach Loose and Coach Shepherdson (or if a decision is not rendered in the time frame discussed above), you must refer the matter to the Team Director, DaNene Adamson at [hast@hilltopaquatics.org](mailto:hast@hilltopaquatics.org) within three working days of notification from Coach Loose's or Coach Shepherdson's decision (or the end of the time frame discussed above). The Assistant Executive Director will meet with Coach Loose and/or Coach Shepherdson, and you will be notified of their decision.
- Any complaints about Coach Dee Loose or Coach Suzie Shepherdson should be referred to the Team Director of Hilltop Aquatics, DaNene Adamson, within two weeks of the date of occurrence. The Team Director will discuss the problem with you in a timely and confidential manner. All information will be gathered regarding the situation, which may involve sit-down meetings with all those involved and any witnesses. Decisions will be made within two weeks of notification.
- If you are not satisfied with any decisions reached by the Team Director, you must refer the matter to the American Fork Fitness Center Superintendent, Joey Byington at [jbyington@americanfork.gov](mailto:jbyington@americanfork.gov), within three working days of notification by the Team Director. The American Fork Fitness Center Superintendent will review and evaluate the complaint and will notify you of the decision, as well as notify all persons deemed relevant to the situation. Decisions made by the American Fork Fitness Center Superintendent are final.